The KSU Instructor Station

A Quick Guide to the Digital Extron Controller with Touch Screen

University Information Technology Services

Training, Outreach, Learning Technologies, & Video Production
Digital Extron Controller with Touch Screen

Getting Started

1. Select your presentation source: audio only or audio and video by tapping **Audio Presentation** or **Video Presentation** on the touch screen panel. *Choose Audio Presentation when you will not be using the projector.* If the screen is blank, wave your hand over it to wake it from the sleep mode. In our example, we are selecting **Video Presentation**.

2. Input device icons appear on top of the screen.
3. Tap the appropriate device icon on top of the screen: PC, Blu-ray, Doc Cam, VGA, HDMI, or AUX. Refer to the device selection guide below.

4. Tap the appropriate device icon on the screen: PC, Blu-ray, Doc Cam, VGA, HDMI, or AUX.
Connecting your Peripherals

Peripheral Ports on the instructor station:

![Peripheral Ports](image)

**Figure 5 - Peripheral Ports**

Cables and Connections:

<table>
<thead>
<tr>
<th>Connection</th>
<th>Cable</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VGA Connection</td>
<td><img src="image" alt="VGA Cable" /></td>
<td>VGA w/audio to VGA w/audio cable: Use to connect a laptop with a VGA port.</td>
</tr>
<tr>
<td>Internet</td>
<td><img src="image" alt="Internet Cable" /></td>
<td>Internet Cable: Use the Internet Cable to connect to the Internet.</td>
</tr>
<tr>
<td>HDMI Connection</td>
<td><img src="image" alt="HDMI Cable" /></td>
<td>HDMI to HDMI cable: Use to connect a laptop with a HDMI connection.</td>
</tr>
<tr>
<td>DVI Connection</td>
<td><img src="image" alt="DVI Cable" /></td>
<td>If your laptop has a DVI connection – use the DVI to HDMI adaptor.</td>
</tr>
</tbody>
</table>

Note: If you cannot find the adaptor – it may already be on the end of the HDMI to HDMI cable.
Using the Blu-ray Player

1. Tap the **Blu-ray device icon** on the touch screen.

![Figure 6 - Blu-ray Device Icon](image)

2. The **Blu-ray control panel** appears. Tap the **eject button** on the touch screen to insert or eject the DVD or Blu-ray disc. The drawer will open.

![Figure 7 - Eject Button](image)

3. Place the disc on the tray and tap the arrow again to close the drawer.

4. The video will automatically display on the projection screen. Control the DVD/Blu-ray disc functions through the touch screen panel.

5. If you need to switch to a different source device such as the instructor’s computer, tap the device icon at the top. *There is a time delay when switching video sources; please wait and do not tap the touch screen while the switch is being made.* Note that switching to the document camera only changes the video source, not the audio source. Be sure to turn off or mute the audio source if you do not want it to continue to play.
Using the Wireless Microphone

1. Power on the microphone by pressing and holding the top button on the transmitter.

![Top Button]

Figure 8 - Transmitter for Wireless Microphone

**Important note**: Only use the top button on the transmitter. The microphone has been preset to achieve optimal audio for the room and preset to a specific frequency. Pressing any of the lower three buttons will change the frequency.

2. Select **Audio Presentation** or **Video Presentation** on the touch screen panel. Both modes work with the microphone. Note that the system does not have to be on in order for the microphone to work.

3. Control the microphone audio through the Audio Controls, if necessary.

   3.1. Tap **Audio Controls** on the touch screen.

   ![Audio Controls Button]

   Figure 9 - Audio Controls Button

   3.2. The volume controls appear on the touch screen. Adjust the volume as needed.

   ![Audio Control]

   Figure 10 - Volume Controls

4. Be sure to power off the microphone once you are done by pressing and holding the top button again.
Press and Hold top button to turn ON/OFF
OR
Press top button once to MUTE

Do Not Use! Changes Frequency!

Be sure the cable is hooked up

Audio will come out of the speakers in the ceiling