If you are having difficulties using equipment in this room, call extension 3166

Projector

1) Press the On button on the control panel.
2) Press button for desired device – Computer, Laptop, HDMI, Audio Input, DVD/Blu-Ray or Document Camera.
3) Screen controls are to the right of the whiteboard.

Using Console Computer

1) Press Power button (in the upper right corner)
2) Press Computer button
3) Follow login instructions for:
   Windows
   a. Control - Option - Delete
   b. Click OK
   c. Enter user name and password
   d. Click Enter
Using a Laptop

1) Turn on your laptop
2) Press Laptop button on control panel
3) Connect the Laptop Video cable to the video output port on your laptop (HDMI or VGA).
4) Connect Aux Cord to Laptop for sound.
5) Connect your laptop’s AC adapter to a power outlet and start up your laptop.
6) If you still do not see an image, refer to the laptop troubleshooting guide later in these instructions.
7) When finished, shut down your laptop and disconnect all cables.
8) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, Powering Down the System.
Sound and DVD/Blu-Ray

Using the Headphone Minijack
1) Set control panel to Audio Input
2) Connect minijack to device
3) Adjust volume as needed on the control panel.

Playing a DVD/Blu-Ray
1) Power on and control the Blu-Ray Player using the remote control
2) Insert media
3) Set video switch box to Blu-Ray
Using an HDMI Device

An HDMI cable is provided for connecting devices such as some laptops, iPads/iPhones and Android devices.

1) Press the HDMI button on the control panel.

2) Connect your device to the HDMI cable.

Please note: Certain devices, such as iPhones and iPads, will require an HDMI adaptor. Consult your owner’s manual for further information.

Using the Document Camera

1) Press the Doc Camera button on the control panel.

2) Power on the Document Camera. Note that there is no need to have the computer turned on to use the document camera.

3) Press the Live/Win button to switch between showing the Windows desktop and showing the camera image full-screen.
Laptop Troubleshooting

For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the function key (FN) located in the lower left-hand corner of the keyboard, and at the same time, press the video toggle key, which is located along the top of the keyboard. Look for the text CRT/LCD or an icon of a display and a laptop.

Examples of video toggle keys

For Mac Laptops:
1) Go to System Preferences/Display.
2) Select the Arrangement tab and check the Mirror Displays box.

Powering Down the System

1) Press the Off button on the control panel to shut down the projector
2) Power down Computer
   Windows
   Start Menu -> Shut Down -> Click OK

Who to Call for Assistance

If you are having any difficulties using equipment in this room, call extension 3166

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