

Audio Visual Equipment Instructions - TCES 139 and 141

- **Projector Set-up Guide – Windows & Apple**

Do not remove the projector cables on the projector itself.

Step One: Turn on the projector using the remote before connecting your computer.

Point the remote toward the projector holding the **ON** button for 2 seconds. The blue light indicates the projector is ON.

***Troubleshooting:** If the projector does not turn on with the remote, check the master switch. This is located on the back or side of the projector. The switch should always be ON.*

Step Two: Securely connect the cable from the podium to the video/monitor port on your computer.

Step Three: Turn on your laptop.

The projector should automatically appear on your desktop. If it does not try the following:

- Locate the Function Key (Fn) on your keyboard. On most laptops it is located at the bottom of the keyboard on the left.
- On the function keys (F1, F2, F3, etc...) at the top of the keyboard, locate the key that has either CRT/LCD written on it or a picture that looks like a monitor.
- Hit the Fn key **and** the located key to display your laptop through the projector.
- You may have to hit the key more than once to get to the desired effect.
- If this does not work, see next page for additional help.

For Apple computers: If the projector does not automatically detect the connection, check “Display” on your System Preferences and make sure the “Automatically Detect Displays” box is checked. If this does not work, see next page for additional help.

Step Four: When you are finished using the projector, carefully disconnect the cable from the laptop and set safely aside.

Step Five: Turn off the projector using the remote.

Point the remote toward the projector holding the OFF button. The projector lamp should turn off. The fan will remain on for several minutes until the lamp is sufficiently cooled. If the projector will not turn off, contact the front reception desk or the Help Desk at extension 7500.

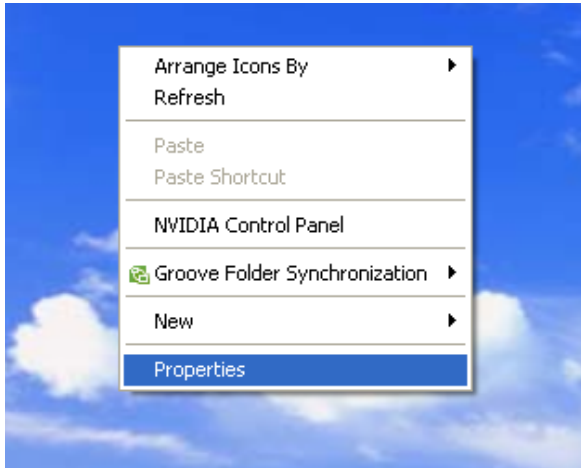
*** Do Not Turn the projector off at the master switch on the back or side of the projector.***

Doing so can severely damage the bulb which needs time to cool. Use the remote as described above when you are done.

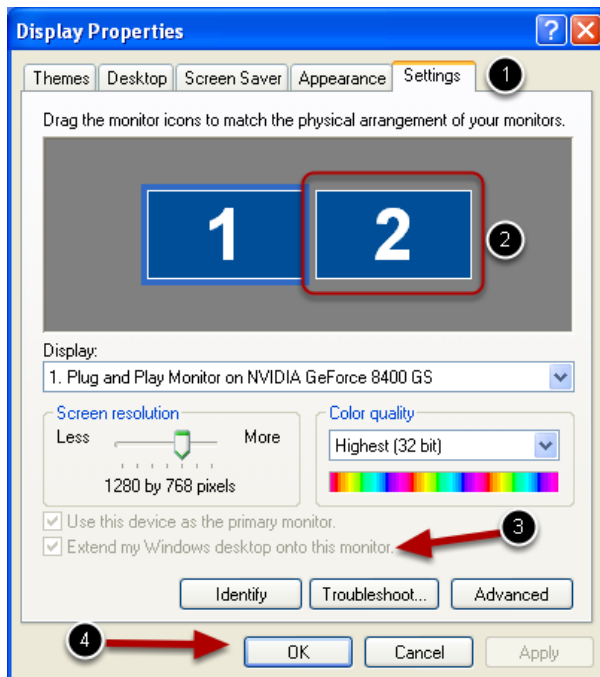
Projector Set-up Guide - Windows

Additional Information

Alternate Method – from your laptop desktop



Right Click on desktop and select properties from the pop-up screen.



1. Select the Settings Tab.
2. Click Monitor 2
3. Check “Extend my Windows desktop onto this Computer”
4. Click OK

Projector Set-up Guide – Apple Additional Information

Locate System Preferences

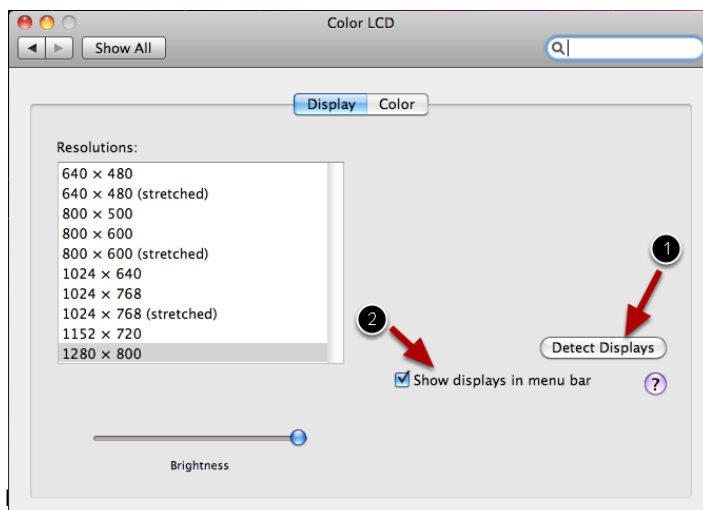


Locate System Preferences and open.

Open the Displays Menu



Final Step



1. Click the Detect Displays button, which should bring up the projector.
2. For future ease, you may check the box to add the display function in the menu bar. It will be located at the top of the screen. When you click on it, there will be a menu that drops down for your selection.

- **Connecting Blu-Ray/DVD/CD Player/Lavaliere and Podium Microphones**

Computer

Step One: Refer to the appropriate (Windows or Apple) projector set-up guide above and connect your computer to the VGA cable.

Step Two: Insert the audio cable attached to the VGA cable to the headphone jack on your computer.

Step Three: Use the Audio Control Panel located in TCES 139 on the wall behind the podium and in TCES 141 next to the sink area to control volume and select appropriate media. Press the **SEL/VOL** knob until the light stops at **COMP/VID** for audio from computer.

Step Four: Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3rd or 4th light. See Picture A for example.



Picture A

Blu-Ray/CD/DVD Player

Step One: Have your event coordinator or the receptionist at the front desk unlock the DVD compartment. Locate the RCA cable (with red, white and yellow prongs).

Step Two: Once the cable is attached to the player of choice, plug it into the podium. The cable and podium are color coded. Plug the cables into the designated color plug in the podium. See Picture B for example.

Step Three: Make sure to power the player ON. Press “open door” button on player and insert DVD/CD in tray. Press Play.

Step four: Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3rd or 4th light. See Picture A for example.

Step Five: When done, remove DVD/CD from player and turn off.



Lavaliere (Lapel) Microphones (two available)

Please note: arrangements must be made two days prior to event for use of lavaliere microphones.

Step One: Obtain lavaliere microphones from your event coordinator or the receptionist at the front desk.

Step Two: Turn on the microphone. The on/off button is located inside the microphone. Press the button on the side of the unit to open.

Step Three: Ensure the microphone is switched to “mute”. The mute switch is located at the top of the microphone.

Step Four: Use the Audio Control Panel located in TCES 139 on the wall behind the podium and in TCES 141 next to the sink area to control volume and select appropriate media. Press the **SEL/VOL** knob until the light stops at **LAV-MIC** for audio.

Step Five: Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3rd or 4th light. See Picture A for example.



Picture A

Podium Microphone

Please note: arrangements must be made two days prior to event for use of podium microphone.

Step One: Plug the microphone cord into the microphone jack on the podium and turn ON.

Step Two: Use the Audio Control Panel located in TCES 139 on the wall behind the podium and in TCES 141 next to the sink area to control volume and select appropriate media. Press the **SEL/VOL** knob until the light stops at **MIC-IN** for audio.

Step Three: Use the **SEL/VOL** dial to control the volume level. Volume level should be no higher than the 3rd or 4th light. See Picture A for example.