

Lawrence 100, 141, 206, 222, 249, 263, 278, 279

Classroom Audio & Visual Instructions:

1. Operating the Projector

- * Locate the projector remote.
- * Press the RED or Green Standby/On button aiming it at the projector until the projector lamp and fan come on.

FOR VIDEO (VCR or DVD or AUX input)

- * Press VIDEO on the projector remote repeatedly to toggle between inputs. Projector should display "No input detected on Video".
- * Proceed to section 2 below.

FOR LAPTOP COMPUTERS:

- * Connect the VGA cable (attached to the media cabinet) to your laptop.
- * Press RGB on the projector remote. Projector should display "No input detected on RGB 1".
- * Attach 15 pin VGA cable to the laptop, turn laptop on.
- * If no image displays:

For PCs: Hold down the Fn (function button lower left corner of the keyboard) and then press the numbered F button on the top row of the keyboard that has LCD/CRT or 2 monitor icons printed on the key. You may need to do this 2 or 3 times.

For Macs: make sure your VGA adapter is plugged in right side up. Go to "DISPLAYS" in system preferences. For I-Books: click "Detect Displays". For G-4, click arrangement tab at top middle of display window. Check the box in lower left hand corner indicating Mirroring function on.

- * For laptop audio it is necessary to plug a "mini to mini" or 1/8" to 1/8" (male on both ends) audio cable in to the headphone jack of the laptop, and then into the auxiliary audio input for the pc on the side of the media box.

Proceed to section 2.

2. The Extron Switcher

This system is controlled by and Extron switcher; no touch panels or codes needed.

For Laptops:

- * Press the PC button on the Extron switcher.

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FOR DVD:

* Press the DVD button on the EXTRON switcher; make sure you have selected VIDEO on the projector remote.

* You may use the DVD remote to control the video; you may also use the controls on the front of the DVD deck.

FOR VCR:

* Press the VCR button on the EXTRON switcher; make sure you have selected VIDEO on the projector remote.

* You may use the VCR remote to control the video. You may also use the controls on the front of the VCR.

3. Volume Control

Use the volume adjustment knob on the front of the Extron Switcher to adjust the volume up or down for all sources. The volume knob spins freely. Volume level is indicated by the LED's adjacent to the knob and are labeled LOW, MID and HIGH. Turning the Projector off:

Point the projector remote towards the projector and hit the green Standby/On button once. A message should come on the screen indicating that you should hit the green Standby/On button again to turn it off. Please do that. It will then go into cool down mode and turn off when it is cool enough.

4. Need Additional Assistance

Please contact AAA Facilities Support Services during these hours:

Fall, Winter, Spring Term: Monday to Friday 8-5

Summer Term, Winter & Spring Break: Monday to Friday 9-12; 1-4

Please contact us by phone or in person with the information listed below:

124 Lawrence Hall
346-3633 or 346-2099

For after hours events please call Media Services, Knight Library at 346-3091.

Note: They will not be able to assist in person, but can provide additional instructions by phone. The system in this room is called an Extron Switcher.