

# **MEDIA INSTRUCTION MANUAL**

**Sweeney 212 ONLY**

**June 2011**

## To Operate Audiovisual Equipment

**[To use the classroom PC]** Please turn the PC on by pressing on the button in the middle of the front of the box, then go to the black Switchbox to the left of the PC monitor, and press or make sure **“PC”** is selected. The PC will boot to a login screen – you can login with the following usernames: **NHTI or S212**. There is no password.

At this point, you can turn on the LCD projector by pointing at the unit with the LCD remote and pressing the **“ON”** button. It will take a few minutes for the LCD to warm up. You should see the output of the PC on the projector screen now. If not, locate the **“INPUT”** button on the LCD remote and press it to see what input you are in. It should be **“INPUT 1”**. There are four LCD inputs so you may need to cycle through them by pressing the button to get to the proper input.

**[To use the laptop connection]** With the LCD projector on, locate the loose VGA cable with the blue end. It will be labeled **“LAPTOP”**. Plug this end into the VGA connection of your laptop. Then go to the black Switchbox, and press or make sure **“LAPTOP”** is selected. Please wait a few moments after plugging in to let the projector refresh itself, and then you should see the output of your laptop on screen.

At this time, you should see your image on the projector screen. If not, then try the following troubleshooting step, depending on your laptop model:

For Panasonic or NEC laptops: **Fn (for Function Key)** and **F3** on your laptop in unison. For Epson or Dell: **Fn** and **F8**. For Toshiba, Sharp, or HP laptops: **Fn** and **F5**. For IBM or SONY: **Fn** and **F7**. For Fujitsu: **Fn** and **F10**. For Mac: **F7** (Please note you must provide a 15-pin VGA connector)

**[To hear audio from the PC]** First of all, with the PC booted to the desktop, locate the taskbar on the bottom right hand corner of the screen. There should be an icon that looks like a speaker. This is muted by default and you will have to unmute it to hear audio from the PC. Simply click on the speaker icon, uncheck **“Mute”**, and move the slider to the volume you want.

Next, locate the gray switchbox, in between the black switchbox (on the left) and the PC monitor (on the right). Locate the button that reads **“PC AUDIO”** and press it. You should have audio from the PC now.

**[To hear audio from a laptop]** There is a gray 1/8 inch cable attached to the laptop cable you can plug into your headphone connection if you want audio from your laptop to be heard. Keep in mind you may also have to unmute the audio on your laptop.

Next, locate the gray switchbox, in between the black switchbox (on the left) and the PC monitor (on the right). Locate the button that reads **“LAPTOP AUDIO”** and press it. You should have audio from your laptop now.

**[To play VHS video tapes and DVD's]** Located inside the desk underneath the tabletop is a VHS player and a DVD player. Both units have corresponding remotes.

Next, with the LCD unit on, locate the **"INPUT"** button on the LCD remote and press it until you get to **"INPUT 3"**.

If you are playing a VHS videotape, go to the gray switchbox and select **"VCR"**. Then play your tape – you should see and hear output from the VCR now.

If you are playing a DVD, go to the gray switchbox and select **"DVD"**. Then play your DVD – you should see and hear output from the DVD now.

**[Contact Info]** If there are problems, or you require assistance with any of these procedures, please contact Technology Services at one of the following numbers: **271-7144** or **271-6847**. You can also send an e-mail to the following addresses: [nhtimediaservices@ccsnh.edu](mailto:nhtimediaservices@ccsnh.edu), or [nhtihelpdesk@ccsnh.edu](mailto:nhtihelpdesk@ccsnh.edu).