

To operate A/V equipment in Sweeney Hall 2nd & 3rd **Floor classrooms**

THIS DOES NOT APPLY TO THE FOLLOWING ROOMS:

- S212, S217, S218, S308, S310

PC USE

- MAKE SURE THE PC IS ON. IF IT IS NOT, THEN TURN IT ON.
- MAKE SURE “PC” OR “1” IS SELECTED ON THE BLACK SWITCHBOX UNIT ON THE PC.
- USING THE REMOTE CONTROL, AIM THE REMOTE AT THE LCD PROJECTOR, PRESS THE “POWER ON” BUTTON AND WAIT 20-30 SECONDS FOR AN IMAGE TO SHOW.
- PRESS “INPUT 1” ON THE REMOTE. YOU SHOULD SEE AN IMAGE NOW.
- IF YOU DO NOT SEE AN IMAGE CHECK THE FOLLOWING – MAKE SURE PC IS ON, MAKE SURE THE PROJECTOR IS SET TO “INPUT 1”, AND MAKE SURE THE SWITCHBOX IS SET TO “PC”.

LAPTOP USE

- FIND THE VGA CABLE. IT SHOULD BE COILED AND HUNG ON THE CART. IT WOULD BE LABELED “LAPTOP.” PLUG THIS CABLE INTO YOUR LAPTOP. MAKE SURE THE LCD UNIT IS ON AND “INPUT 1” IS SELECTED.
- SWITCH THE INPUT SELECT ON THE BLACK SWITCHBOX FROM “PC” TO “LAPTOP” OR “2”. WAIT A FEW MOMENTS AFTER PLUGGING IN TO LET THE PROJECTOR REFRESH ITSELF. AT THIS POINT YOU SHOULD SEE AN IMAGE ON THE SCREEN FROM YOUR LAPTOP.
- IF NOT, AND YOU BELIEVE ALL DEVICES ARE CORRECTLY CONNECTED, BRIEFLY HOLD DOWN THE FUNCTION KEY (**LABELLED: Fn**) AND **F8** TOGETHER AT THE SAME TIME. THAT KEY VARIES FROM MACHINE TO MACHINE BUT GENERALLY IS **Fn** AND **F8** (ESPECIALLY IF USING A DELL UNIT). AFTER EACH ATTEMPT WAIT A FEW MOMENTS FOR THE PROJECTOR TO REFRESH AND SHOW THE IMAGE ON BOTH THE PROJECTOR AND YOUR LAPTOP.
- IF YOU STILL DO NOT SEE AN IMAGE, CONTINUE THE SAME PROCEDURE UNTIL THE IMAGE SHOWS UP ON THE PROJECTOR AND YOUR LAPTOP. YOU MAY HAVE TO DO THIS A FEW TIMES SO PLEASE BE PATIENT.

- IF YOU REQUIRE AUDIO FROM YOUR LAPTOP, THERE IS AN ATTACHED SMALLER CABLE COMING FROM THE LAPTOP VGA CONNECTION. PLUG THIS SMALLER CABLE INTO THE HEADPHONE JACK OF YOUR LAPTOP. THEN SIMPLY ADJUST VOLUME ON THE WHITE SPEAKER ON THE SIDE OF THE CART AND CHECK VOLUME SETTINGS ON YOUR LAPTOP.

TO USE THE DVD/VHS COMBO UNIT

- DVD/VHS PLAYER COMBO UNIT, LOCATED BELOW THE PC SCREEN, AS WELL AS THE LCD PROJECTOR SHOULD BE TURNED ON.
- SELECT “INPUT 3” ON THE REMOTE CONTROL FOR THE LCD PROJECTOR.
- TO SEE AN IMAGE FROM THE DVD, SELECT “DVD” ON THE COMBO UNIT.
- TO SEE AN IMAGE FROM THE VHS, SELECT “VIDEO” ON THE COMBO UNIT. NOW PLAY DVD OR VHS AT THIS TIME.
- LOCATE THE WHITE SPEAKER ON THE SIDE OF THE CART. AUDIO FROM COMBO UNIT WILL COME OUT OF THIS SPEAKER. ADJUST VOLUME BY ROTATING THE VOLUME KNOB ON THE FACE OF THE SPEAKER.

TO SHUT DOWN LCD PROJECTOR

- TO SHUT DOWN THE LCD PROJECTOR, FIRST LOCATE THE REMOTE CONTROL. LOOK FOR A BUTTON THAT SAYS “STANDBY.” PRESS THIS BUTTON.
- A PROMPT SHOULD POP UP ON THE SCREEN ASKING IF YOU WANT TO SHUT DOWN THE PROJECTOR. NOW PRESS THE “STANDBY” BUTTON AGAIN.
- THE PROJECTOR IS NOW IN SHUT DOWN MODE. IT WILL TAKE A FEW MINUTES FOR THE PROJECTOR TO COMPLETE THIS PROCESS. **DO NOT** TURN THE PROJECTOR BACK ON AT THIS TIME!!!
- AS A GENERAL RULE, IF THERE IS A CLASS RIGHT AFTER YOUR CLASS, AND YOU KNOW THAT CLASS IS USING THE LCD/PC SETUP, PLEASE LEAVE THE LCD PROJECTOR ON FOR THAT CLASS.

Contact Info: Technology Services can be reached at **271-7144** or **271-6847**, as well as the following e-mails:
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