Getting Started

- Locate the white control panel towards the front of the room.
- On the control panel, locate and press the white button labeled **POWER ON**.

Projecting from the Classroom PC

- Open AV cabinet and pull out top drawer to access keyboard and mouse.
- Check to see if the computer is already on by moving the mouse or tapping the space bar.
- Turn on the power for the computer if the step above did not cause the machine to show the display. The power button is on the bottom left side of the back of the iMac.
- Log in to the computer using the following credentials:

<table>
<thead>
<tr>
<th>Username:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Password:</td>
<td></td>
</tr>
</tbody>
</table>

- Push the button labeled **MAC** on the control panel to display your video on the projection screen.

Projecting from your Laptop

- Start up your laptop to the point where you can see the display on the laptop screen.
- Locate the audio/video and network cables on the top of the AV cabinet.
- Plug the video connector into your laptop’s external monitor port. **You may need to supply an adapter.**
- Plug the audio connector into your laptop’s headphone jack.
- Plug the network cable into your laptop’s Ethernet jack.
- Push the button labeled **LAPTOP**. The image on your laptop will be displayed on the projection screen.
  
  **Note:** If you use the Displayport adapter, push **DISPLAYPORT** on the white control panel.

Projecting from the Blu-ray player

- Insert your disc into Blu-ray player located inside the AV cabinet.
- Push the button labeled **BLU-RAY** on the control panel to display your video on the projection screen.
- Use the transport controls at the bottom of the white panel to control playback of your video.

**Note:** The arrows in the bottom right corner of the control panel can be used to navigate through the DVD’s title menu and the round middle button is used to select your choices.

Using the control panel transport controls

**While using the Blu-Ray player**

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Play</td>
<td>Play the video</td>
</tr>
<tr>
<td>Stop</td>
<td>Stop the video (at that time interval in the movie)</td>
</tr>
<tr>
<td>Pause</td>
<td>Pause the video (it will look like a still image on the screen)</td>
</tr>
<tr>
<td>Menu</td>
<td>Displays the title menu for the DVD (functions at certain times)</td>
</tr>
<tr>
<td>⬠ ⬡</td>
<td>Rewind the movie (press again to rewind at faster speed)</td>
</tr>
<tr>
<td>⬠ ⬡</td>
<td>Fast forward the movie (press again to ffd at faster speed)</td>
</tr>
<tr>
<td>⬠ ⬡</td>
<td>Skip to the previous DVD chapter (press again to skip multiple)</td>
</tr>
<tr>
<td>⬠ ⬡</td>
<td>Skip to the next DVD chapter (press again to skip multiple)</td>
</tr>
</tbody>
</table>
Adjusting the Volume
- Locate the area labeled VOLUME.
- Turn the knob right to increase the volume.
- Turn the knob left to decrease the volume.
- An LED light will indicate the current volume setting for the room.
- To mute your sound, you can either turn the volume all the way down or press the Pause button on the white control panel.

Additional Projector Buttons
- The button labeled ASPECT may be used to display your video in a standard 4:3 format or a wide-screen 16:9 format. This button acts like a toggle meaning the format will be retained until you choose otherwise.

When your class is finished:

Shut down the control system
- On the white control panel, locate and press the button labeled POWER OFF.

Shut down your laptop
- Disconnect the audio/video and network cables from your laptop. Return them to the countertop.
- Shut down your laptop.

Final steps
- Clean up any loose cables. Do not turn off any power switches within the AV cabinet.
- Turn off the classroom lights.
- Please remember to shut down the projector!

Please remember to POWER OFF at the end of your lecture!