

Classroom Projector

1. Locate the wall-mounted control panels in the room (pictured right). They will be close to the desktop in the room. There are no remote controls.
2. Lower the projection screen by pressing the down button on the Draper control panel. It will stop automatically once extended.
3. Press the “ON” button. The projector beeps once and turns on. Please allow about 30 seconds for it to reach full brightness.



If using the desktop in the room:

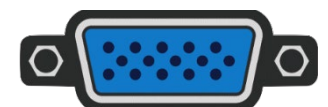
- 4a. Press the computer button on the control panel (directly underneath the “ON” button).
- 5a. Turn on the desktop. If there’s no blue power light on the front of case, press the computer’s power button. If the light is on, you may need to press a key or click using the keyboard/mouse located in the room to wake it.
- 6a. Log in using your University username and password.

If using a laptop or other device:

- 4b. Connect the device to either the **HDMI** or **VGA** cable already in the room. These will be located near the University desktop and are already connected to the projector and speakers.
- 5b. If audio is needed:
 - a. **HDMI**: No additional steps required – **HDMI** includes audio.
 - b. **VGA**: Connect the integrated audio cable to the computer’s headphone port.
- 6b. If using **HDMI**, press the computer 2 button on the control panel (third from top). If using **VGA**, press the “VGA” button (bottom left).



HDMI



VGA

Once computer is connected:

7. Speakers are connected to the A/V system. If no sound is outputted, ensure the volume on both the computer and control panel are turned up. Volume up/down buttons are located on the right side of the control panel. Depending on the source, there may be a third volume control in the audio/video player on the computer. The mute button mutes both the speakers’ audio and the projector’s video output - “A/V Mute”. Press it again to unmute both.
8. Before leaving the room, please log out of the University desktop. If using another computer or device, please disconnect the cable and return it. **Don’t forget your presentation clicker or thumb drive if you brought one!**
9. Press the “OFF” button. The projector beeps twice and the A/V system turns off.
10. Raise the projection screen by pressing the up button on the Draper control panel.

