If you need immediate assistance or further instructions, please contact The Center for Instructional Services at extension 7121. To report a problem please visit our website at www.cis.tcu.edu and click on the “Report A Problem” link.

More information, including a printable version of these instructions, is available at our website.

**INSTRUCTION INDEX**

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To lower the screen press the **UP** button once.

To raise the screen press the **DOWN** button once.

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**Lighting Controls**

**Projection Screen**

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**Audio Visual Panels**

- **Projector Power**
- **Input Selection**
- **Network Connections**
- **VCR Controls**
- **DVD Controls**
To Use a Laptop Computer

1. Push and hold (for approximately 3 seconds) the **POWER** button to turn on the projector.

2. Push the **DOWN** button to lower the screen.

3. Press the **LAPTOP** button.

4a. Connect the **VGA cable** to the video port on the back of the laptop.

4b. If needed, connect the **audio cable** to the headphone jack on the computer.

4c. If connecting to the TCU network or internet connect the **CAT-5 cable** to the network connection on the computer.

   *NOTE: The computer must be registered with TCU’s Information Services.*
To Use a Laptop Computer (continued)

5. Adjust switches to set the lights to the desired level.

6. Turn **ON** the computer and proceed through your normal ‘boot up’ process.
   CAUTION: Turning the computer on before this step may result in the image not being projected.

7. **Access** and **run** the desired program on the computer.

8. Adjust sound by **slowly** turning the volume knob until you reach the desired volume.

9. When finished, exit the computer program and turn the computer off.

10. Disconnect any cables attached to the laptop.

11. Push and hold (for approximately 3 seconds) the **POWER** button to turn off the projector.
To Use a **Laptop Computer** (continued)

12. Push the **UP** button to raise the screen.

13. Adjust switches to set the lights to the desired level.
To Use a Desktop Computer

1. Push and hold (for approximately 3 seconds) the **POWER** button to turn on the projector.

2. Push the **DOWN** button to lower the screen.

3. Press the **COMPUTER** button.

4. Adjust switches to set the lights to the desired level.
To Use a Desktop Computer (continued)

5. If necessary, press the **power** button to turn on the computer.

6a. If necessary, press the open/close button to eject the CD/DVD tray. Insert the CD or DVD into CD drive label side up. Press the open/close button to close the CD/DVD tray.

6b. If necessary, insert USB thumb drive into USB port.

7. Mouse and keyboard are located in the drawer in the podium.

8a. Proceed through your normal “log in” sequence.

8b. Guests of TCU will need to have the professor “log in” to the professors TCU account for access to the desktop.
To Use a *Desktop Computer* (continued)

9. **Access** and **run** the desired program on the computer.

10. Adjust sound by **slowly** turning the volume knob until you reach the desired volume.

11. When finished, exit the computer program, retrieve your CD, DVD, or USB thumb drive and log off the computer.

12. Push and hold (for approximately 3 seconds) the **DISPLAY POWER** button to turn off the projector.
To Use a *Desktop Computer* (continued)

10. Push the **UP** button to raise the screen.

11. Adjust switches to set the lights to the desired level.
To Use the DVD / CD / VCR Player

1. Push and hold (for approximately 3 seconds) the DISPLAY POWER button to turn on the projector.

2. Push the DOWN button to lower the screen.

3. Press the VIDEO button.
To Use the DVD / CD Player (continued)

4. If necessary press **POWER** to turn unit on.

5. Press the **OPEN** button to eject the tray.

6. Place DVD or CD into the tray *label side up*.

7. Adjust switches to set the lights to the desired level.

8. Press **PLAY** on the DVD CONTROL panel.
To Use the *DVD / CD Player* (continued)

8a. If you wish to access the DVD menu, press **MENU**.

Once in the menu use the arrow keys to navigate to the desired option.

Press **ENTER** to select the desired option.

9. Adjust sound by **slowly** turning the volume knob until you reach the desired volume.

10. When finished, press **STOP**.
11. Press OPEN to eject the tray and remove the DVD/CD.

12. Press OPEN to CLOSE the tray.

13. Push and hold (for approximately 3 seconds) the DISPLAY POWER button to turn off the projector.

14. Push the UP button to raise the screen.

15. Adjust switches to set the lights to the desired level.
To Use the VCR

1. Push and hold (for approximately 3 seconds) the DISPLAY POWER button to turn on the projector.

2. Push the DOWN button to lower the screen.

3. Press the VIDEO button.
To Use the VCR (continued)

4. Press **POWER** to turn unit on.

5. Insert the tape into the VCR.

6. Adjust switches to set the lights to the desired level.

6. Press **PLAY** on the VCR control panel.

7. Adjust sound by **slowly** turning the volume knob until you reach the desired volume.
8. When finished, press STOP.

9. Press STOP / EJECT to eject the tape.

10. Push and hold (for approximately 3 seconds) the DISPLAY POWER button to turn off the projector.

13. Push the UP button to raise the screen.
14. Adjust switches to set the lights to the desired level.