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.

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**Lighting Controls**

1 - ALL Lights ON
2 - 2/3 Lights ON
3 - 1/3 Lights ON
4 - Instructors Area ONLY
OFF – ALL Lights OFF

**Audio Visual Panels**

**Projection Screen**

To operate the screen press the button labeled **SCREEN** this will activate the touch panel and give the option to bring the screen down or send it up.

**Laptop Interface Panel**

**Control Panel**

**A/C Power Outlets**

**Network Connections**

**Lighting Control Panel**
To Use a *Laptop* Computer

1. Press the **computer** button. This will turn on the projector, lower the screen and allow you to choose between desktop or laptop connection.

2. Press **LAPTOP** to turn on the system and bring up the laptop image on the screen.

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

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

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

5b. Guests of TCU should move the connection to the **GUEST** port to access the internet.
To Use a Laptop Computer (continued)

6. Press button 3 to set the lights to the preset level.

7a. 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.

7b. If the image appears dark or off centered adjust the image with the HORIZONTAL SYNC button on the computer interface.

8. Access and run the desired program on the computer.

9. Adjust sound by pressing the VOLUME button Up or Down until you reach the desired volume.

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

11. Disconnect any cables attached to the laptop.

12. Press the POWER button to turn the system off.
To Use a *Laptop Computer* (continued)

13. Press **Room Off** to shut the system down.

14. Press **YES** to confirm the system shut down.

15. Press button **1** to set the lights to the preset level.
To Use the *Desktop Computer*

1. Press the **computer** button. This will turn on the projector, lower the screen and allow you to choose between desktop or laptop connection.

2. Press **DESKTOP** to turn on the system and bring up the desktop image on the screen.

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

4a. 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.

4b. If necessary, insert USB thumb drive into USB port.

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

6a. Proceed through your normal "log in" sequence.

6b. 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)

7. Press button 3 to set the lights to the preset level.

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

9. Adjust sound by pressing the **VOLUME** button Up or Down until you reach the desired volume.

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

11. Press the **POWER** button to turn the system off. This will send up the screen and turn off the projector.
12. Press **Room Off** to shut the system down.

13. Press **YES** to confirm the system shut down.

14. Press button **1** to set the lights to the preset level.
To Use the DVD / CD Player

1. Press the DVD button. This will turn on the projector, lower the screen and bring up the DVD controls.

2. If necessary press POWER to turn unit on.

3. Press the OPEN button to eject the tray.

4. Place DVD or CD into the tray label side up.
To Use the DVD / CD Player (Continued)

5. Press button 3 to set the lights to the preset level.

6a. Press PLAY on the DVD.

6b. If you wish to access the DVD menu, press the MORE CONTROLS icon.

7a. You can move through the DVD menu using the arrow buttons.

7b. You can make your choice by pressing enter then press back to access the DVD controls.
To Use the DVD / CD Player (Continued)

8. Adjust sound by pressing the VOLUME button Up or Down until you reach the desired volume.

9. When finished, press STOP.

10. Press OPEN to eject the tray and remove the DVD/CD.

11. Press OPEN to CLOSE the tray.

12. Press the POWER button to turn the system off.
To Use the DVD / CD Player (Continued)

13. Press Room Off to shut the system down.

14. Press YES to confirm the system shut down.

15. Press button 1 to set the lights to the preset level.
To Use the VCR Player

1. Press the **VCR** button. This will turn on the projector, lower the screen and bring up the VCR controls.

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

3. Insert tape into unit.

4. Press button 3 to set the lights to the preset level.
To Use the VCR Player (Continued)

5. Press **PLAY**.

6. Adjust sound by pressing the **VOLUME** button Up or Down until you reach the desired volume.

7. When finished, press **STOP**.

8. Press **EJECT** to eject the tape.
To Use the VCR Player (Continued)

9. Press the **POWER** button to turn the system off.

10. Press **Room Off** to shut the system down.

11. Press **YES** to confirm the system shut down.

12. Press button 1 to set the lights to the preset level.