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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.
**Lighting Controls**

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

**Projection Screen**

To lower the screen press the ROOM button once
To raise the screen press the ROOM button once

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**Audio Visual Panels**

**Control Panel**

**Desktop Interface Panel**

**A/C Power Outlets**

**Network Connections**

**Laptop Cables**

**Lighting Control Panel**

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To Use a Laptop Computer

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

2. Push the ROOM button to lower the screen.

3. Press the INPUT3 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.

5. Press button 3 to set the lights to the preset 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.
To Use a Laptop Computer (continued)

8. Adjust sound by \textit{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 \textbf{POWER} button to turn off the projector.

12. Push the \textbf{ROOM} button to raise the screen.

13. Press button 1 to set the lights to the preset 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 **ROOM** button to lower the screen.

3. Press the **PC2** button.

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

5a. If necessary, insert USB thumb drive into USB port.

5b. If necessary insert the CD or DVD into CD drive label side up.
To Use a Desktop Computer

6. Mouse and keyboard are located on the top of the cabinet

7a. Proceed through your normal “log in” sequence.

7b. Guests of TCU will need to have the professor “log in” to the professors TCU account for access to the desktop.

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

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

10. When **finished**, exit the computer program, retrieve your CD, DVD, or USB thumb drive and log off.
To Use a Desktop Computer (Continued)

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

12. Push the ROOM button to raise the screen.

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

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

2. Push the ROOM button to lower the screen.

3. Press the VID1 button.

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

8. Press PLAY on the DVD.

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.
To Use the DVD / CD Player (Continued)

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

14. Push the ROOM button to raise the screen.

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

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

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

3. Press the **VID2** button.

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

5. Insert the tape into the VCR.

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

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

8. When finished, press **STOP / EJECT**.

9. Press **STOP / EJECT** to eject the tape.

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

11. Push the **ROOM** button to raise the screen.

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