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

**Projection Screen**

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

**Audio Visual Panels**

- Desktop Interface Panel
- Control Panel
- Laptop Cables
- A/C Power Outlets
- Network Connections
- Lighting Control Panel
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 **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.

12. Push the **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, 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.

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

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

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.

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.*
To Use the DVD / CD Player (Continued)

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.