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](http://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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To lower the screen press the **UP** button once

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

**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.
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. Press appropriate button 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 **DOWN** button to lower the screen.

3. Press the **COMPUTER** button.

4. Press appropriate button to set the lights to the preset level.
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.
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.
10. Push the **UP** button to raise the screen.

11. Press appropriate button to set the lights to the preset 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.
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. Press appropriate button to set the lights to the preset 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**.
To Use the DVD / CD Player (continued)

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. Press appropriate button to set the lights to the preset 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. Press appropriate button to set the lights to the preset 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. Press appropriate button to set the lights to the preset level.