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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Audio Visual Control Panel

NOTE: The number of switches will vary depending on the size of the room.

Lighting Controls

Remote Control

NOTE: The number of switches will vary depending on the size of the room.
To Use a *Laptop* Computer

1. Push and hold (for approximately 3 seconds) the **ON** button to turn on the projector.
   
   *Note: It is necessary to turn on the projector before you turn on or connect the computer to the projector.*

2. Press the **RGB** button.

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

3b. If needed, connect the **audio cable** to the headphone jack on the computer.

3c. 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.*

4. Adjust the lights to the desired level.

5a. 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.*

5b. If the image appears dark or off centered adjust the image with the **HORIZONTAL SYNC button** on the computer interface.

6. **Access** and **run** the desired program on the computer.
To Use a Laptop Computer (continued)

7. Adjust sound by **slowly** adjusting the **VOLUME** button until you reach the desired volume.

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

9. Disconnect any cables attached to the laptop.

10. Push and hold (for approximately 3 seconds) the **OFF** button to turn off the projector.
To Use a Desktop Computer

1. Push and hold (for approximately 3 seconds) the **ON** button to turn on the projector.
   
   **CAUTION:** Turning the computer on before this step may result in the image not being projected

2. Press the **RGB** button.

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

3b. If needed, connect the **audio cable** to the headphone jack on the computer.

3c. 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.

4. Connect the monitor cable to the **LOCAL MONITOR OUTPUT**.

5. Adjust 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 will result in the image not projecting.*

6a. If the image appears dark or off centered adjust the image with the **HORIZONTAL SYNC button** on the computer interface.

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

8. Adjust sound by **slowly** adjusting the **VOLUME button** until you reach the desired volume.

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

10. Disconnect any cables attaches to the laptop.

11. Push and hold (for approximately 3 seconds) the **OFF button** to turn off the projector.
To Use a Video Input Device

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

2. Press the Video button.

3. Connect the Yellow, White, and Red cables to the appropriate colored video ports on the panel.

4. Connect the device to cables according to the manufacture’s manual.

   Please note: If you do not have the manual, just matching up the colors is the safest way to connect the device.

5. Adjust the lights to the desired level.
To Use a Video Input Device (continued)

6. Adjust sound by **slowly** adjusting the VOLUME button until you reach the desired volume.

7. When finished, turn off the device and disconnect and cables attached to the panel.

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