Instructions for Connecting and Troubleshooting Projector

Connecting the Projector/Laptop

1. Use the projector cable (VGA or HDMI) to connect to the wall and the laptop.
   NOTE: Converters for Apple Products or micro connectors are NOT PROVIDED
2. Using the remote control, turn on the projector (pointing to the projector).
   - Two blue lights will be illuminated on the bottom.
     One stays on showing there is power to the projector;
     One shows the projector is on
3. Connect one end of the audio cord to the headphone jack on the laptop and the other end into the audio outlet on the wall. This will create a ground and eliminate a possible buzz.
4. Turn on the laptop.
5. If the picture doesn't show immediately, use the 'function' + F___ (key) (usually F5, F7, F8 it varies) to toggle the screens. Wait 15 seconds between toggles.

Trouble-shooting for 'No Signal'

1. Make sure all cables are well connected.
2. If you are using a PC connection, press the PC button on the remote control.
3. If you are using a HDMI connection, press the HDMI button on the remote control.
   (HDMI connection cannot be used when using multiple rooms ('linked rooms')).
4. If rooms are 'linked' to show presentation in more than one room, make sure you have connected your laptop to the correct room (indicated on the Reservation Form).
5. If rooms are 'linked', make sure to **turn on** the projector in each room being used.
6. If you still have trouble, go to the blue-green folder in the equipment cabinet and follow the instructions for "linked/combined" settings.
   - If using a single room, the numbers on the black box above the equipment cabinet should read: 1   2   3   4
   - Follow instructions to change settings if necessary.

Trouble-shooting for upside down projection

1. Using the remote control, follow these steps:
   - Press Menu
   - Select Settings
   - Select Projection
   - Select Ceiling Front

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