Instructions for Connecting and Troubleshooting Projector

IMPORTANT: When using projector in more than one room, the VGA cable must be used. If your computer/laptop does not have a VGA connection, you will need to use a converter. The Audio cord may need to be connected to the converter also (depending upon your laptop settings).

Connecting the Projector/Laptop

1. Use the projector cable (VGA-single and multiple rooms **or** HDMI-single room only) to connect to the wall jack and the laptop. One HDMI to VGA converter is available.
   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 turned 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) to toggle the screens (usually F5, F7, or F8 - it varies). Wait 15 seconds between toggles.

Trouble-shooting for 'No Signal'

1. Make sure all cables are well connected.
2. If you are using the VGA 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'). When using a HDMI cable and the converter to VGA, select PC on the remote.**)*
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