

SINGLE ROOM USE: Instructions for connecting the Projector using a **Single or Individual Room**

- Obtain the tray from the equipment cabinet for the room reserved.
- Using the Remote Control, turn on the projector (pointing to the projector).
 - To confirm the projector is on, 2 blue lights will illuminate on the base of the projector. (1 indicates power; 1 indicates the projector is 'on').
- Connect the VGA cable or HDMI cable to your laptop and to the corresponding wall jack.
 - NOTE: If your laptop does not have a VGA or HDMI port you will need to bring your own converter.
 - Choose the PC option for VGA input and the HDMI option for HDMI input on the projector remote control.
- Connect the audio cord (gray or black) from your laptop to the wall jack (connect even if your presentation has no sound, for grounding and to prevent a buzz).
- Turn on the laptop.
- All laptops are different so use the display controls to connect the projector if it does not automatically connect.
- To turn off the projector, press the power button and a message with instructions to 'press again to confirm' and the cool down cycle will begin.
- The projector instruction manual is kept in a folder in the equipment cabinet.

