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.