


## Projector Operating Instructions D201

### Projector Screen:


Lower the screen by hitting the down button on the wall controller located at the front of the room.




### PC:

**Step 1:** Turn on the **projector**; you can do this by clicking on the **red power button**  in the upper right hand corner of the projector's remote.

**Step 2:** Turn on the **computer** (dell optiplex 980 located in the middle cabinet on the east wall, should be on already).

**Step 3:** The projector will automatically scan through the different inputs and detect the computer once it's turned on. If it doesn't show up click the **computer button**  on the remote until

**Computer 2(RGB)** is displayed.


The computer will automatically login once you turn it on. If it was already on and you get a login screen, you can log in as yourself using your csueid or if you restart the computer it will automatically login. If the computer is logged in already and you want to log in as yourself, click on the start menu , click the arrow next to shut down, and click logoff. You can leave the computer on when you are done with it.

\*If the **mouse** isn't working turn it over and flip the **On/Off switch** to the on position\*


\*\*If the **keyboard** isn't working turn it on by pressing the left **Shift key** and **Esc\*\***

### Laptop:



Turn on the **projector**. Connect the **laptop** to the VGA cord, , that's sitting on the table and turn on the laptop. If the image is not getting displayed on the projection screen, once the laptop boots up, you'll either have to go into the display properties of your laptop or hit the **Function key and F8** (this is what it is on most dell laptops, it may be a different key combo if you don't have a dell). Also make sure the projector is on the correct input. Click the computer button on the remote and make sure **Computer 1(RGB)** is selected. If you need access to the internet connect the red network cord to your laptop.

### Audio:

You can adjust the audio level either through the computer or the projector. To adjust it on the computer click the speaker icon  in the bottom right hand corner of the screen and adjust the slider up or down.

If the volume is all the way up on the computer and you still have trouble hearing it you can adjust it on the projector. You can do this by clicking on the volume + or – buttons on the projector remote.

### Wireless:

You can connect to the wireless(csue-net) using your csueid and password. If you're a visitor please contact IDRC IT(492-4303) and they will set you up with a guest account.

### Conference Phone (ext. 24320):

If the person you're trying to contact is on campus you can dial their 5 digit extension. If they're off campus dial 8 and then the phone number.

**\*\*Please turn the projector OFF when you are done (press the power button twice on the remote)\*\***

*Need more help? Please contact IDRC IT (492-4303).*