

Operating Instructions D100

Step 1: Connect laptop to VGA  or HDMI  cable

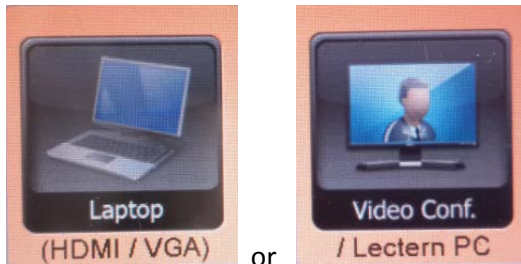
Or make sure the **Dell** Computer is powered on
(located at the bottom of the podium)



Step 2: Touch screen to start

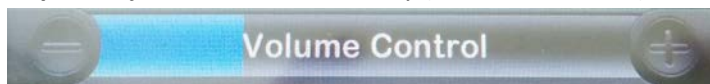


Step 3: Select a source



(Projector will automatically turn on and screen will lower)

Step 4: Adjust volume if necessary (bottom of screen):



Step 5: Please turn the system OFF when you are done (top right):



Wireless:

You can connect to the wireless(csu-net) using your CSU-aid 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. 24304):

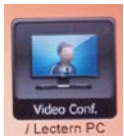
Make sure the network cable for phone is connected to port 1101. If the person you are trying to contact is on campus you can dial their 5 digit extension. If they're off campus dial 8 and then the phone number.

Common Issues




Laptop:

- Make sure your laptop screen settings are set to display on the projector (windows – right click on background – left click screen resolution, mac – apple menu – system preferences - displays, some laptops also have a keyboard shortcut to display the screen on the projector ex. dell laptops: FN + F8)
- Projector only showing your background image – Display is setup as an “extended desktop”. Change display settings or drag application window over to the right or left and it’ll show up on the screen.
- Projector showing image of a different computer – touch the “Laptop” icon on the Creston screen
- Please make sure your laptop has a VGA or HDMI port, if not please bring the appropriate adapters (ex. some Mac computers require a mini-display port to VGA adapter).



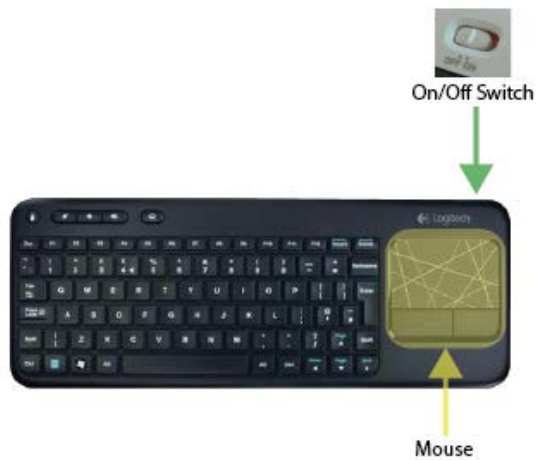
Computer:

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 CSU eid 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.



Keyboard/Mouse:



- On/off switch on the top right
- Touchpad on the right can be used as a mouse to navigate windows
- Extra batteries are located in the top drawer of the cabinet behind the podium

Pointer:

- Power button on the left side
- Advance ppt. slides with arrow buttons
- Hold down button in middle for laser pointer
- Extra batteries are located in the top drawer of the cabinet behind the podium

