Instructions for Standard Classrooms with Projectors using Wall Panel Controls

In this room you will find:

- Wall panel control
- Hookups for a laptop computer
- DVD/VCR player
- Ceiling-mounted digital projector
- Sound system

Turn the projector on and lower the screen.

- Press the **SYSTEM ON** button on the wall panel.
- There will be a **30 second delay** as the projector warms up.

Select source.

- If you are using the **DVD/VCR** player, press the **DVD/VCR** button on the wall panel.
- If you are using a **laptop**, plug the VGA and audio connectors into the laptop, and press **LAPTOP** on the wall panel.

- For laptops—make sure to connect all the cables before powering the laptop on. If you are not getting an image on the screen, first check that **LAPTOP** is selected on the wall panel. Then hold the **Fn** key and push the function key that says **“CRT/LCD”** or has a **picture of a monitor**. If you still cannot get an image, please call Media Services at 864-7120.

- **Volume control** is maintained with the volume dial on the wall panel. If you are using a laptop, please make sure the master volume on the laptop is maxed out. If you are using the DVD/VHS player, please turn down the volume before you press play.

- The **IMAGE ON/OFF** button allows you to turn the image off while leaving the projector on.

*Please press SYSTEM OFF at the end of your class!*