

Instructions for Classroom – BO 101

You can use the following equipment:

- Desktop Computer
- VGA hookup for laptop
- HDMI hookup for laptop
- Blu-ray player with remote
- Hook up for other equipment such as VHS player or document camera (please contact Media Services)



Control Unit

Turn the projector on

- Press the **POWER ON** button on the control unit to activate the projector.
- There will be a **30 second delay** as the projector warms up.

Select device on Control Unit

- For the **desktop computer**, press the **PODIUM PC** button.
- For a **laptop with VGA connection**, plug the VGA and audio connectors into the laptop. Press the **VGA** button.
- For a **laptop with HDMI connection**, plug the HDMI cable into the laptop. Press the **HDMI** button.
- For the **Blu-ray player**, press the **BLU-RAY** button.

Use the **DISPLAY MUTE** button if you want to keep the image ready but want the screen to be dark.

Volume is controlled through the dial on the control unit. If you are using a laptop, please make sure the master volume on the laptop is high.

Troubleshooting

Video

- **If your device is not projecting:**
Try selecting a different device and then switch back.
Try restarting your device.
- **If your laptop is still not projecting :**
Check your cable connections and make sure VGA or HDMI is selected on the push button control unit. **For a PC**, hold the Windows key and letter P, and choose "duplicate." **For a Mac**, make sure your display setting is "mirroring."

Audi

- **If you cannot hear any sound from HDMI:** you may have to change your audio output on your laptop. **For a PC**, right-click on the sound icon and choose "Playback devices." Then choose "Crestron." **For a Mac**, Option-Click on the sound icon. Then choose "Crestron" for your Output Device.

Please **CALL MEDIA SERVICES (504-864-7120)** for any assistance.

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