Multimedia Projector Operating Instructions

Our multimedia projectors come in a variety of models; however all operate basically the same. Therefore this document represents basic operating instructions for connecting a multimedia projector to a laptop computer or other video equipment.

- Remove the projector and cables from the case.
- To connect a laptop or tablet PC computer to the projector, you will need the following cables:
  - Power cord
  - VGA cable
  - Sound cable if your presentation contains sound
  - Multiple outlet power strip

Now that you have the cables before you, begin to connect them to your computer or other video source.

1. Connect the power cord to the projector
   a. 
2. Connect the plug to the multiple power strip
3. Turn on the main power
4. Connect one end of the VGA cable to the projector

5. Connect the other end to the computer
   a. 
6. If you are using the sound cable, connect one end to the head phone jack in your computer, and the other end into the “IN” jack on the back of the projector
   a. If PC speakers will be used, connect the speaker cable to the head phone jack in the computer.
7. Turn on the computer and speaker power on
8. Turn on the projector main power

a. Turn on the projector lamp power via pressing once on the standby button

10. To send the image of the computer screen to the projector, you will need to complete the following actions:
   a. On the laptop or tablet PC, hold down the function button “FN” and press one of the “F” keys (upper row of computer keys) that have either LCD/CRT printed on it, or two icons of a screen.
      i. computer FN key
         ii. Computer screen key (icons)

11. You may need to cycle more than once (holding down the “FN” key and pressing the “F” key. Usually the first cycle sends the picture to the projector, the second cycle sends it to both the computer and the projector, and the third returns the image to only the computer.
12. If you still do not see an image signal project from the projector, check the “INPUT” key on the projector.
13. Once the presentation is finished,
   a. Turn off the lamp power by pressing twice on the standby button
      i. **DO NOT** turn off the power to the projector until the lamp fan has completely stopped.
   b. Disconnect all projector cables and return to the projector carry case.
   c. Once the lamp fan has stopped, turn off the main power of the projector
   d. Place the projector back in the carry case
   e. Return to the Multimedia Services Department.

14. If you would like training on the procedures, you may schedule a time to go over the set up so that you feel confident in using the equipment for your presentation.