

# Classroom Audiovisual Equipment Directions

## Using the projector with classroom equipment

1. Turn the projector on using the controls on the desk or the wall. In some classrooms, the power button can be labeled **projector on**, **on** or **power**. Please do not touch the projector under any circumstances.
2. Let the projector warm up for a few minutes.
3. Lower the screen.
4. Select what you would like to project from the control panel (VCR, DVD, Audio CD player, or classroom computer.)
5. Use the volume control buttons on the control panel to adjust sound. **When you are finished, please turn off the projector.**



The audiovisual control panels vary in appearance throughout campus, but all technology-enhanced classrooms have central controls.

## Using a laptop computer with the projector

**Please Note: If you have an Apple laptop, you will need an Apple DVI to VGA Adapter. This may have shipped with your computer or you can purchase one from Apple retailers.**

1. Get the VGA cable from the equipment rack drawer, and connect the cable to the VGA port on your laptop.
2. Connect the other end to the **input** jack on the computer connection plate. The plate is located in different locations in different classrooms. They can be located in the instructor's desk, or the front of the classroom.
3. Turn the computer on.
4. Lower the projector screen
5. Turn the projector on from the control panel. In some classrooms, the power button can be labeled **projector on**, **on** or **power**. Please do not touch the projector under any circumstances.
6. Let the projector warm up for a few minutes.
7. Make sure that your laptop is sending a signal to an external source. On a Dell laptop, press the function key and the F8 key simultaneously. For other machines, please check your laptop manual for directions.
8. Press **computer** (this button may be labeled **laptop** on some systems) on the control panel to display the laptop screen on the projector. When you are finished, please turn off the projector.



VGA Cables are available in all technology enhanced classrooms on campus.



Plug the VGA cable into the **input jack** on computer connection plate.

**If you experience difficulty with classroom equipment, please call the IS Help Line at (617) 373-4357 (xHELP), and select option 1 for assistance.**