

# LAPTOP COMP HOOK-UP WITH SCREEN PROJECTOR

## **TO BEGIN USE:**

➔ Push red **MASTER SYSTEM POWER** knob on black media shelf to **ON** position to turn equipment on

☠ **MUST turn MASTER SYSTEM POWER on for any other functions to work!!!**

➤ **VCR and Master Volume should always be on when MASTER SYSTEM POWER is turned on**

➔ If **MASTER VOLUME POWER** is off, push **MASTER VOLUME POWER** button on shelf down until it clicks down into the **ON** position

◆ *For MASTER VOLUME POWER button, Up position is OFF, Down position is ON*

☠ **MASTER VOLUME POWER button should be left on at all times!!!**

➔ Plug laptop to media shelf using pronged plug on media shelf labeled **LAPTOP PORT**; Tighten screws on sides of plug to avoid losing connection

➔ For audio to accompany laptop projection, plug small thin audio plug into audio port on laptop for sound and place other end of audio plug into **AUDIO PORT** on media shelf

◆ *Audio plug not available in room; Must have personal audio wire to connect laptop to media shelf*

☠ **MUST bring own audio plug for laptop sound to be heard!!! No audio wire available in room!!!**

➔ Press **PC 1** (marked with **LAPTOP** label) on media shelf on “EXTRON” machine to chose Laptop to be sent to screen projector

➤ **Green VID light will come on**

➔ Press **POWER** in **PROJECTION CONTROL** display box to turn screen projector **ON**

➤ **Screen Projector will take a minute to warm up and load; Red light will blink until projector is ready; Blue light will project onto wall when ready**

➔ “Port-Out” the laptop (tell laptop to show it’s screen through projector) by pressing **FUNCTION** and **F#** key simultaneously on the laptop

◆ *F# key varies depending on laptop: Dell is FUNCTION + F8 (most common command), Toshiba is FUNCTION + F5, Think Pad is FUNCTION + F2, F# Key sometimes has CRT/LCD written on it*

➤ **Screen will become black on laptop and appear on projection screen**

➔ Press the **FUNCTION** and **F#** key a second time so both laptop and projector show laptop screen image

◆ *Pull down manual projection screen to show projection image on screen*

✳ **REFER TO MANUAL PROJECTION SCREEN INSTRUCTIONS TO PULL DOWN SCREEN**

✳ **LAPTOP COMPUTER INSTRUCTIONS CONTINUE ON NEXT PAGE**

## ✳ **WHEN DONE WITH USE:**

➔ Un-plug laptop and audio port (if used); Turn **MASTER SYSTEM POWER** knob into **OFF** position; Press **POWER** in **PROJECTION CONTROL** display box to turn projector off

➤ **Screen Projector will take a minute to shut down; Red light will blink until projector turns off**

☠ **VCR and MASTER VOLUME power buttons should be left on at all times!!! Will turn off when MASTER SYSTEM POWER turned off!!!**

☠ **MUST turn MASTER SYSTEM POWER knob OFF when finished with classroom!**

# LAPTOP COMPUTER FUNCTIONS CONTINUED

## \* LAPTOP COMPUTER INSTRUCTIONS CONTINUED FROM PREVIOUS PAGE

### TO HEAR LAPTOP COMPUTER SOUND:

→ Plug small thin audio plug into audio port on laptop for sound and place other end of audio plug into **AUDIO PORT** on media shelf

◆ *Audio plug not available in room; Must have personal audio wire to connect laptop to media shelf*

**☠ MUST bring own audio plug for laptop sound to be heard!!! No audio wire available in room!!!**

→ On media shelf, push **POWER** button down on **MASTER VOLUME POWER** in upper right corner of shelf until it clicks down into the **ON** position

➤ **Master Volume should always be on when MASTER SYSTEM POWER is turned on**

◆ *For MASTER VOLUME POWER button, Up position is OFF, Down position is ON*

**☠ MASTER VOLUME POWER button should be left on at all times!!!**

### TO CONTROL LAPTOP COMPUTER VOLUME:

→ Use **MASTER VOLUME KNOB** on top right of media shelf to control volume; turn to raise and lower

### × **WHEN DONE WITH USE:**

→ Un-plug laptop and audio port (if used); Turn **MASTER SYSTEM POWER** knob into **OFF** position; Press **POWER** in **PROJECTION CONTROL** display box to turn projector off

➤ *Screen Projector will take a minute to shut down; Red light will blink until projector turns off*

**☠ VCR and MASTER VOLUME power buttons should be left on at all times!!! Will turn off when MASTER SYSTEM POWER turned off!!!**

**☠ MUST turn MASTER SYSTEM POWER knob OFF when finished with classroom!**