



Faculty of Arts & Sciences

Multimedia Unit

Operating a Smart Room



A. USING THE OVERHEAD PROJECTOR

I. Get the Overhead projector ready

Locate the Overhead Projector in the table and place it on the middle of the table. Open the backdoor of the table and locate the extension cord and plug the Overhead projector Power cable in the extension cord.

II. Begin your presentation

Turn the power switch on (located inside the table)



Make sure that the extension cord is powered by noticing the light indicator and then turn the Overhead Projector on

If you think that the lamp is defective, please switch to the alternative Lamp.



III. Once You Are Done

When you are done with your presentation, please remember to do the following:

1. Turn the Overhead projector off
2. Unplug the Overhead Projector Cable from the extension cord.
3. Make sure that the extension cord is still powered
4. Return the Overhead projector to its location inside the table
5. Close the back-door of the table
6. Turn the Power switch off (located inside the Table)
7. Lock the table and return the key to the department concerned.



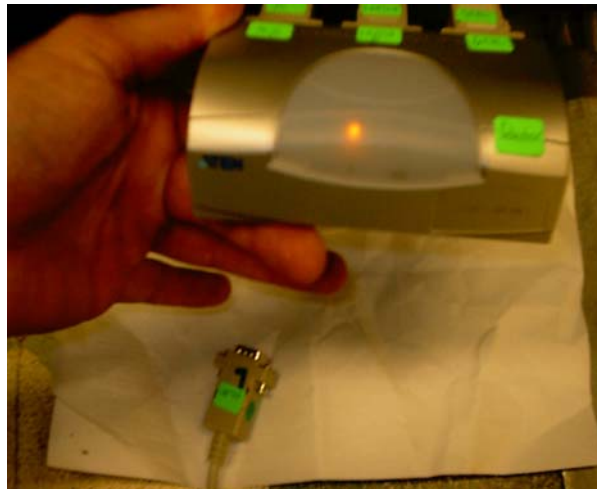
B. USING THE LCD PROJECTOR

- I. Turn the Power Switch on (located inside the table)



- II. Locate the VGA SELECTOR

Make sure that the light in the VGA SELECTOR indicates Input 1.



III. Locate the Network Plug and make sure that the Network cable is connected



This connection will enable automatic connection to the internet.

IV. Turn equipment on



Boot up your computer and turn on the LCD projector as shown above using the remote control unit. You will hear a fan start up and a blue screen appears. It usually takes from 15 to 25 seconds for the projector lamp to reach maximum brightness. Some models have a warm-up count down display when the projector is powered up.

If a **Blue** screen appears for more than 1 minute and the output is not displayed, try the following:

1. Make sure that Input 1 from the VGA SELECTOR is activated.
2. Using the remote control click on the RGB button or INPUT button to switch RGB.

V. Turn equipment off

Finally when you are done with your presentation do the following:

1. Using the remote control unit, turn the LCD PROJECTOR off
2. Turn your computer off
3. **Wait around 30 seconds**
4. Switch the POWER SWITCH off (located in the table)
5. Lock the table
6. Please return the keys to the department concerned



C. Using Your Laptop with an LCD Projector

Make sure that you have all components for the presentation setup. These include:

1. Your portable computer with presentation software tested out ahead of time.
2. The power cable and adapter of your portable computer.

I. Connect the power cable to the portable computer

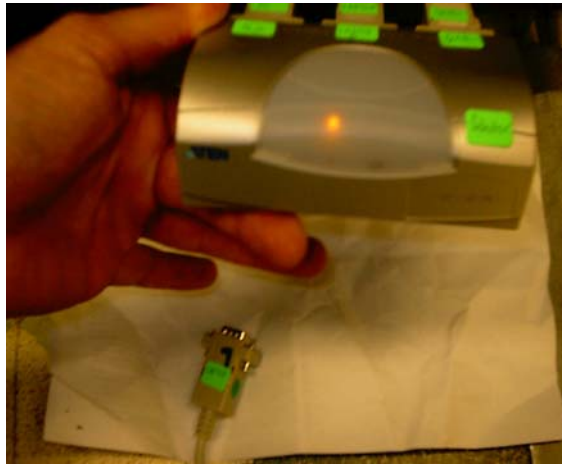
Please DO NOT rely upon batteries for a presentation. They cannot always maintain the power levels necessary to drive an exported image to the LCD projector as well as the on-board display which most presenters prefer.



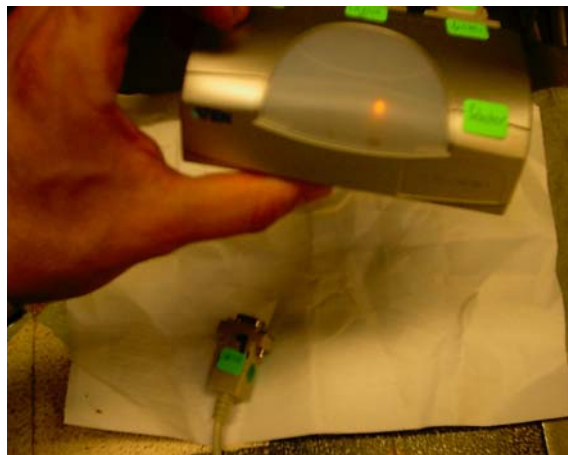
II. Turn the Power Switch on (located inside the table)



III. locate the VGA SELECTOR



Click on the VGA SELECTOR BUTTON to switch the input from 1 to 2.



A light will appear indicating that input 2 from the laptop is activated

IV. Connect the VGA cable

Connect the VGA cable labeled “LAPTOP” and marked by a blue “L” from the VGA SELECTOR to the Portable Computer. Make sure that you properly align the connectors.

The pins are easy to bend and break off.



V. Turn LCD projector on

Boot up your computer and turn the LCD projector on, using the remote control unit. You will hear a fan start up and a blue screen appears. It usually takes from 15 to 25 seconds for the projector lamp to reach maximum brightness. Some models have a warm-up count down display when the projector is powered up.



VI. Make a final inspection

Are all connections secure and all components properly placed so the presentation will be smooth and such that wires do not pose a hazard for both machine and man?

Some Laptops require the user to press at the same time the “Fn” key and “F5” to enable the VGA output of the machine.

If you read that “RGB is out of SYNC” then:

Right click on your desktop-> go to properties -> settings-> adjust the resolution to 600 x 800 preferably or 1024 x 768 pixels

VII. Once you are done

Finally when you are done with your presentation do the followings:

7. Using the remote control unit, turn the LCD PROJECTOR off
8. Click on the VGA SELECTOR button to switch from input 2 to 1.
9. Smoothly disconnect the VGA CABLE from the LAPTOP.
10. Turn your LAPTOP off after removing all the cables.
- 11. Wait 30 seconds**
12. Switch the POWER SWITCH off (located in the table)
13. Lock the table.



D. For a First-class Presentation

1. Avoid using a **white** background in your presentation. A white background can cause a flicker upon projection on a white screen
2. Try to use the **zoom** option (in rooms where the remote control has the zoom button) to increase/decrease the projection area on the screen
3. Please **DO NOT** install any software on the computer unless you coordinate with the person in charge. Installing software haphazardly may create software failure causing presentations halt till the problem is fixed
4. There exists a **European outlet** (extension cord) inside the table to plug-in laptops, overhead projectors, etc...

Labels inside the tables refer to the tools available in the room concerned.

Labels references:

M: remote control can be used as a **Mouse**

L: remote control has a **Laser** pointer

Z: remote control has a **Zoom** button to adjust projection area