

Art 8

Media Equipment Guide

COMPUTER & PROJECTOR OPERATION



1. Turn on computer
2. Use control panel to turn on projector (Allow 30-60 sec to warm up)
3. Pull down the projector screen to the desired length
4. Select "Lectern Computer" option on control panel
5. Type CTRL, ALT and DEL to login to the computer:
 - For normal access (does not require password):
Username: art8ts
Password:
Log on to: ART-8TS (this computer)
 - For access to your network drives use the following:
Username: "your username"
Password: "your password"
Log on to: APU



Control Panel

LAPTOP & PROJECTOR OPERATION



1. Use control panel to turn on projector (Allow 30-60 sec. to warm up)
2. Pull down the projector screen to the desired length
3. Connect projector cable to laptop (Located on top of the desk)
4. Turn on laptop
5. Select "Laptop" option on control panel
6. If picture does not appear on the projector and your laptop screen press "Fn" & the F-Key (F1-F12) with a monitor symbol on it simultaneously
Please allow several seconds for synchronization
Repeat step 6 until image appears on both screens

DVD PLAYER



- 1 Follow the computer / projector operation directions then continue to step 2
2. Insert DVD disc into the computer's DVD/CD drive
3. DVD software should load up automatically
Note: If software does not load, open the InterVideo WinDVD program located on the computer's desktop
4. Adjust volume settings using both the control panel and the volume control on the computer DVD player program

VCR OPERATION



1. Use control panel on desk to turn on projector (Allow 30-60 sec to warm up)
2. Pull down the projector screen to the desired length
3. Turn on VCR (VCR is located below the computer under the desk)
4. Select "VCR" option on control panel
5. Play video (Play button is located on VCR)
6. To adjust the volume use the control panel

If you experience any problems or need assistance please call **x5050**