

# Duke 117

## 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. Select "Computer" option on control panel
4. Type CTRL, ALT and DEL to login to the computer:
  - For normal access (does not require password):  
Username: duke117ts  
Password:  
Log on to: DUKE117-TS (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. Connect projector cable to laptop (Cable is located on the desk)
3. Turn on laptop
4. Select "Laptop" option on control panel
5. 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 5 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. PowerDVD software should load up automatically
  - Note: If software does not load, find the PowerDVD program:  
Start > All Programs > Power DVD
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. Turn on VCR (VCR is located below the computer under the desk)
3. Select "VCR" option on control panel
4. Play video (Play button is located on VCR)
5. To adjust the volume use the control panel

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