

# Mary Hill 225

## Media Equipment Guide

### COMPUTER & PROJECTOR OPERATION



1. Turn on computer
2. Use remote control to turn on projector (Allow 30-60 sec to warm up)
3. Use the "Comp2" button on the remote control to switch to the computer input
4. Pull Down the projector screen
5. Select "PC" option on the control switch
6. Type CTRL, ALT and DEL to login to the computer:
  - For normal access (does not require password):  
Username: mh225ts  
Password:  
Log on to: MH225-TS (this computer)
  - For access to your network drives use the following:  
Username: "your username"  
Password: "your password"  
Log on to: APU



Control Switch

### LAPTOP & PROJECTOR OPERATION



1. Use remote control to turn on projector (Allow 30-60 sec. to warm up)
2. Pull Down the projector screen
3. Connect projector cable to laptop (Located next to the computer)
4. Turn on laptop
5. Select "Laptop" option on the control switch
6. Use the "Comp2" button on the remote control to switch to the computer input
7. If picture does not appear on the projector and your laptop press "Fn" & F-Key (F1-F12) with a monitor symbol on it simultaneously  
Please allow several seconds for synchronization  
Repeat step 7 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, open the "PowerDVD" program on the desktop
4. Adjust volume settings using both the projector remote control and the volume control on the computer DVD player program

### VCR OPERATION



1. Use the remote control to turn on the projector (Allow 30-60 sec to warm up)
2. Pull Down the projector screen
3. Turn on VCR (VCR is located below the computer)
4. Use the "Video" button on the projector remote control to switch to the VCR input
5. Play video (Play button is located on VCR)
6. To adjust the volume, use the projector remote control

### AUDIO CD OPERATION



1. Follow the Computer & Projector Operation directions then continue to step 2
2. Insert Audio CD into the computer's DVD/CD drive
3. Windows Media player should load up automatically  
Note: If software does not load, open the Windows Media Player program by clicking on the icon located in the task bar on the computer's desktop
4. Adjust the volume using both the projector remote control and the volume control on the Windows Media Player program

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