

# Multi-Media 4

## Media Equipment Guide



### COMPUTER & PROJECTOR OPERATION



1. Turn on computer
2. Use control panel on desk to turn on projector (Allow 30-60 sec. to warm up)
3. Use "COMP" button on control panel to select "Computer 1" input on projector
4. Pull Down the projector screen
5. Type CTRL, ALT and DEL to login to the computer:
  - For normal access (does not require password):  
Username: mm4ts  
Password:  
Log on to: MM4-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 on desk to turn on projector (Allow 30-60 sec. to warm up)
2. Connect projector cable to laptop (Located on the desk)
3. Turn on laptop
4. Pull down screen to desired length
5. Use "COMP" button on control panel to select "Computer 2" input on projector
6. If picture does not appear on projector and laptop screen follow step 7
7. On your Laptop Press Fn & the F-Key (F1-F12) with a monitor symbol on it simultaneously
  - Allow several seconds for synchronization
  - Repeat step 7 until image appears on both screens

**Note:** There is no hardwired internet access in this room. There is wireless connectivity only.

### DVD/VHS PLAYER OPERATION



1. Use control panel on desk to turn on projector (Allow 30-60 sec to warm up)
2. Turn on the DVD/VHS player (Located below the desk)
3. Pull down screen to desired length
4. Select "VIDEO" button on control panel
5. Play DVD or VHS video (Use remote control or buttons on player)
6. To adjust volume, use the control panel and the DVD player remote control

### AUDIO CD PLAYER OPERATION



1. Use control panel on desk to turn on projector  
(Projector must be on for volume in speakers to work)
2. Turn on DVD/VHS player (located below the desk)
3. Insert Audio CD into the DVD slot of the DVD/VHS player
4. Select "VIDEO" on control panel
5. Play Audio CD (Use remote control or buttons on player)
6. To adjust volume, use the control panel and the DVD player remote control

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