Operating Instructions for Electronic Conference Room: Granada Center 217

This space consists of four units: 1) Data Projector; 2) VCR; 3) Audio Amplifier; 4) Computer and Monitors.

To Turn on the Data Projector:
Make sure the projector is “ON” by using the small remote control on the table. The “ON” switch can be located in the upper right hand corner of the remote control. It may take up to minute for the projector to fully warm up.

To Project an Image from the Computer Workstation:
1. Turn on the computer and monitor, if not already on, as you normally would.
2. Press the Input 1 button on the remote.
3. If you do not see the computer image you may have to wait for the projector to warm up ~1 min.

To Login to a Workstation:
1. At the prompt, hit the Ctrl+Alt+Del keys on the keyboard.
2. Type your Username and Password and click the blue arrow button.

To Project a VHS video:
1. On the projector remote, press Input 3 in the lower left portion of the remote.
2. Insert you tape and press play via the buttons on the front of the VHS player.

Please Power Down the Projector Before You Leave the Room

System Shutdown:
Using the Remote Control, press the STANDBY button to turn off the data projector twice. This will trigger the shut down cycle on the projector.

For immediate assistance, please call ext. 8-4ITS
Hours of Operation: M-F 7am-9pm • Sat 8am-3pm • Sun Closed
**Please note that support hours are subject to change without formal posting.