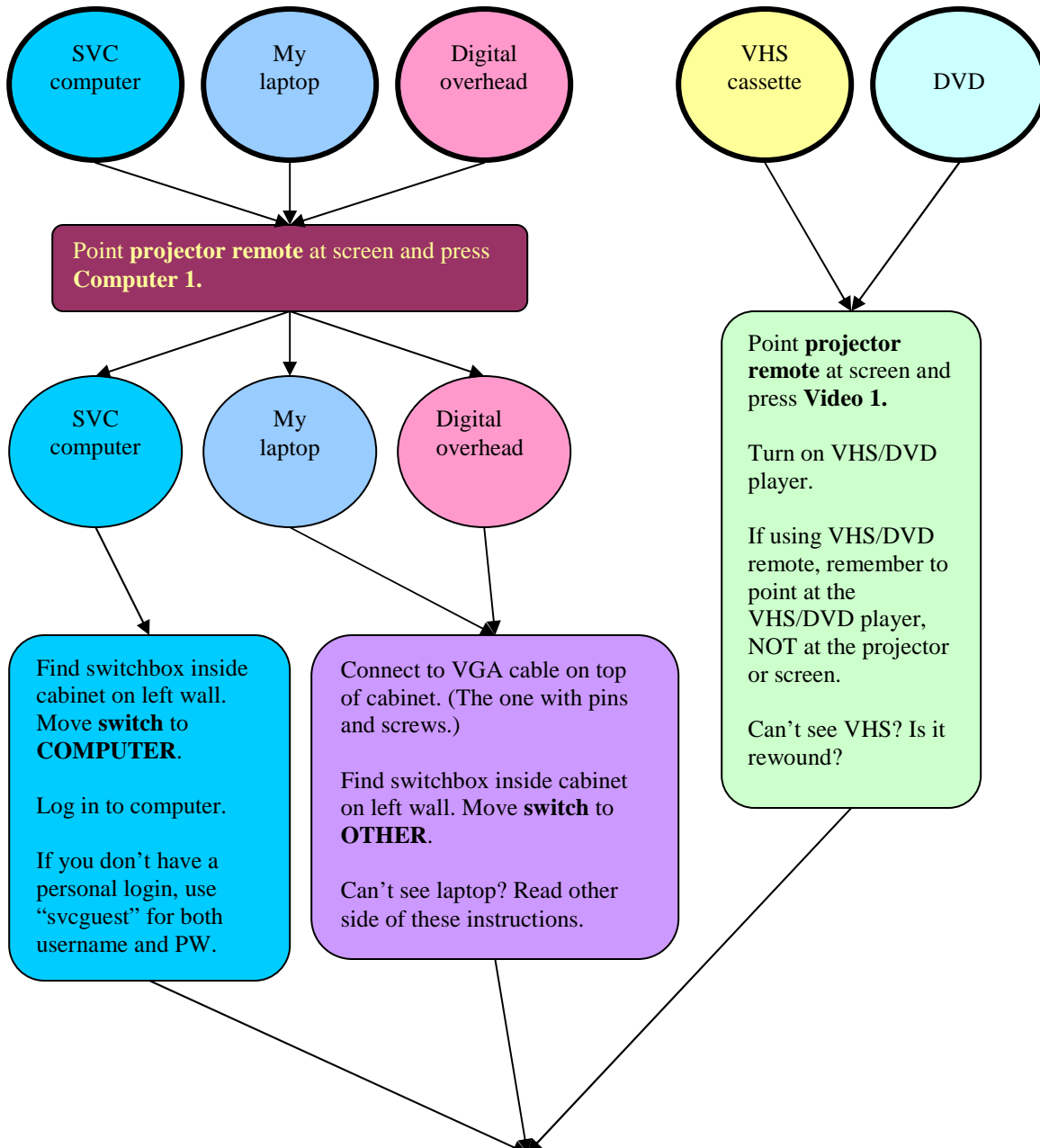


Mansion Classrooms 201-204 & Abbey

Point **projector remote** at screen or projector and press **ON** button.
Choose the circle below that represents your need and follow the color path.



To SHUT DOWN:

Point **projector remote** at screen and press **OFF** button. **Press a second time** when prompted.

Turn off all components. (They heat up the cabinet.)

Return remotes to the top of the VHS/DVD player.

When you close the cabinet top, please don't pinch the cords!

For troubleshooting hints, see other side.

Mansion Classrooms 201-204 & Abbey

Troubleshooting:

I logged in with my password, but the desktop is missing/different.

- Depending on what order you log into and off of different computers, your profile may not completely follow you around. Talk to IT about the best way to do this.
- NEVER save presentations and documents to your desktop as a permanent place of storage. Save them to J or M drives, or use a flash/thumb drive. If it runs slowly off the flash drive, copy it temporarily to the desktop of the computer from which you will be presenting.

I pushed all the buttons, and my laptop still doesn't show on the screen.

Different laptops have different ways to change the display settings. One of the following may work for you:

- Right-click on the desktop, look for "Display", and follow the path to show both
OR
- Hold down the **Fn** key (lower left side of keyboard) and at the same time press the F key (across the top) that has a picture of a monitor or says "CRT/LCD" (usually F8). Wait for image to adjust. (You may have to do this more than once.)

There's no sound!

- Is the volume turned up? Volume control is on projector remote.
- Is the computer sound muted?

There is a message flashing when I turn on the projector!

- Please alert Library staff. This is a warning that bulb life is getting low.
- The warning will go away in about 60 seconds.
- Don't worry! This is an early warning. There should still be hundreds of hours left on the life of the bulb.

Where/what is the Digital Overhead?

- Some people know it as "Elmo" (The brand name of another model.)
- This is a "document camera" that connects to the in-room projector to display transparencies, papers, books, 3D objects, maps, or anything else you need. It has zoom and negative display capabilities.
- There is one available, so it needs to be requested at least 24 hours in advance. We will deliver and connect it for you. If you want a pre-class tutorial, let us know.

I did everything on this page, and there is still no sound/picture!

- Due to the way these cabinets are moved around all the time, things sometimes get unplugged. Check to make sure all connections at the wall are solid.
- If you still have problems, contact library or IT staff, and we will check the connections inside the cabinet.

HELP! Library: 447-6314 (front desk); 6312 (Sarah); 6311 (Andrea) IT: 447-6344 (Steve); 6345 (Matt)