Information Technology Services

QuickStart

Laptop-Ready TEC
Klehr Dining Room

General Instructions
1. Contact Sharon LeFever at 291-4390 to arrange for access to the rooms and remotes.
2. Lower front screen: Press the down arrow on the black switch on the front wall.
3. Locate the wall jacks to attach laptops or A/V equipment.
   • VGA w/ audio jacks located (towards the rear) on left and right walls of the room
   • Video/audio jack located (towards the rear) on left wall of the room
4. Attach your laptop, or DVD/VCR, via cables, to its wall jack and power it on.

Turn on the projector
1. Aim the remote directly at the ceiling mounted LCD projector.
2. Press the orange Power button on the remote. Wait a few seconds for an image to appear.
3. Choose your source by pressing Source Select on the remote, one time.
4. It will automatically choose one video or computer source that is connected to the projector.
5. If that is not the source you wish to view, press the Source Select button again. It will find the next available source. N.B. – If you can't find the source you wish to view, verify that the DVD/VCR or Laptop are turned on, and properly connected.
6. Press the orange Power button twice to shut off the projector when you have finished. The projector's power light will flash amber (yellow) as it cools down. Eventually, you will see a solid amber light indicating the projector has totally shut off.

Playing out / Controlling the sound
1. Ask for assistance from the Klehr Center Staff to distribute the sound via the centralized system.
2. Control the sound level in the room via the white “Dining Hall Volume Control” knob at the rear of the room.

To display a laptop computer
1. Attach a VGA cable from your laptop to the VGA/Computer jack on the wall plate.
   If you want to play out sound, attach the audio cable as well.
2. Press Source Select on the projector remote till the laptop image is displayed.

(N.B. – If you do not see your desktop or some portion of it, verify that your laptop is set to mirroring and that your display resolution and hertz is in a range that the projector can display.)
To Playback a DVD or Videotape
1. Make arrangements with the Klehr Center Staff if you wish to use the DVD/VCR on the portable cart.
2. Attach an Audio and a Video cable out from your DVD/VHS player to the Video and Audio jacks on the wall plate.
3. Turn on the DVD/VHS Player
4. Insert your videotape or DVD into the player.
5. Press Source Select on the projector remote till the video image is displayed.
6. Control video playback using the buttons on the player or DVD/VHS remote.
7. Distribute the sound to the room as described in Playing Out / Controlling the Sound

Shutdown
1. Eject all media and detach your laptop and/or DVD/VCR player from the wall plates.
2. Press the orange Power button twice to shut off the projector when you have finished. The projector’s power light will flash amber (yellow) as it cools down. Eventually, you will see a solid amber light indicating the projector has totally shut off.
3. Retract the front screen: Press the up arrow on the black switch on the front wall.
4. Return all remotes and equipment to the Klehr Center Staff as directed.

For Assistance, Call:
291-4279  TEC Assistance Hotline, OR
358-4467   Wendy Baker Davis