DT2017 Data Projector Instructions

Booking of DT2017 and the use of the data projector for the Faculty of Arts and Social Sciences is done through the Dean’s office. Other Faculties must contact IMS at ext.3815.

Using the computer provided:
*The computer has a lab image so you only have access to the G:\ drive (if you have one). You won’t have access to the P:\ or W:\ drives, and you can only access your e-mail via the web.
*If the screen isn’t pulled down, use the screen control button on the wall to bring it down.

1. Turn on the projector using the power switch on the wall (#1 in the diagram). Make sure the device selection is set to PC (#2 in the diagram). It takes a little while to warm up and come on.
2. Turn on the computer if it’s not already turned on (power button is #6 in the diagram).
3. Take the monitor, keyboard and mouse from the bottom of the podium and place it on top of the podium (there is a wireless keyboard available on top of the computer inside the storage area – please return to the same location once finished).
4. Log on to the computer using your CUNET account. It will take awhile to complete the logon process.
5. If using a USB stick, plug the stick into the computer (#7 in the diagram) and open the desired file. If using a CD or DVD, insert it into the CD/DVD drive in the computer and open the desired file.
6. Once finished, safely disconnect the USB stick, or eject the disc from the drive, then log off the computer.
7. Return everything to their original storage location and lock up the storage panel.
8. Turn off the projector using the power switch.

IF YOU RUN INTO ANY TECHNICAL ISSUES WITH ANY OF THE EQUIPMENT IN THIS ROOM, PLEASE CONTACT IMS AT EXT.3815.
Using a laptop:

*You will need a video cable, and audio & network cables (if necessary)

1. Turn on the projector using the power switch on the wall (#1 in the diagram). Make sure the device selection is set to laptop (#3 in the diagram).

2. Plug in your laptop using the video cable into the video connector on the audio/visual controller (#10 in the diagram).

   *To use the LAN, plug in the network cable into the network jack in your laptop and on the audio/visual controller (#9 in the diagram).

3. Turn on your laptop and log in (if required). If necessary, you will need to switch the screen mode on your laptop. Use Fn+F5 or F8 (depending on your laptop) to get a picture on the projector.

   *Wireless is available in this room. Just connect to CU-Internet (say yes to security warning to continue), open an Internet browser, and enter your CUNET or Connect credentials (username@cunet; username@connect).

4. Once finished, turn off your laptop and turn off the projector, then unplug all the cables. Make sure everything is returned to their original location and lock up the storage panel.

*If, for some reason, you need to turn the projector back on, wait at least 1 minute for the fan to cool down before turning the projector back on.

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Inside storage area:

5 – VCR/DVD power button
6 – Computer power button
7 – Computer USB port
8 – USB port
9 – LAN connector
10 – VGA connector

Top left group of 4 squares:
1 – projector power button

Bottom left group of 4 squares:
2 – PC switch button
3 – laptop switch button
4 – VCR/DVD switch button

Middle group of diagonal squares used for VCR/DVD functions (i.e. Play, Pause,Rewind, etc.)

Last group of 3 squares:
Audio controls