TO TURN ON THE SYSTEM:

PRESS ANY PRESENTATION SOURCE BUTTON ON THE TOUCH SCREEN.

- When a button is blinking, the system is warming up.*
- The screen will lower when a source button is pressed.
- When a button stops blinking, that source is ready to use.

*It may take up to three minutes for the system to warm up. Please be patient.

Please remember to turn off the system when you are done using it.

- Once the system is turned off, it will take approximately 3 minutes for the cool-down cycle to complete.
- Since it is not possible to restart the system until this cycle is complete, use VIDEO MUTE if you plan to use the system again during your class period.
- To ensure that the auto-shutdown feature does not interrupt your class, press any source button at the start of your class. The auto-shutdown feature shuts the system off after 4 hours without a system selection.

For additional assistance or to set up an equipment training session, please call the Classroom Support Hotline at 612-625-1086 or email ocmhelp@umn.edu.
Folwell Hall, Room 104

**Connecting a Laptop**

- The standard cables are located in the pocket of the instructor station. You may need to flip up a cover to access the cables.

1. Connect the VGA or HDMI cable to the laptop **before** you turn on the laptop. Be sure to align the cable with the port and push it in **straight**, taking care not to bend the pins.

   **Please note:** Some **Apple laptops** have a DVI (or mini-DVI) port, rather than the standard VGA or HDMI port. To use the projection system, **you may need to use an adapter** to connect your computer to the laptop cable. If you do not have an adapter, you can purchase one at the U of M Bookstore. OCM does not supply adapters in classrooms.

2. Connect the thin audio cord into the **headphone** jack of your laptop (not the microphone jack).

3. Press the “VGA LAPTOP” or “HDMI LAPTOP” source button on the touch panel (depending on which cable you use).

4. When the button stops blinking, start the laptop.

   **If the laptop image does not appear, activate the external display:**

   **For PC (Windows-based) Laptops:** To activate the external display, you must press and hold the Function key (labeled “Fn”); while holding down the “Fn” key, press the appropriate secondary key (as noted in the chart at right). The image should appear on the screen.

   **For Mac (Apple) Laptops:** To activate the external display, open “System Preferences” on your laptop. Click on “Displays,” then “Detect Displays.” The image should appear on the projection screen.

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**Laptop Tips**

**If you need to adjust the laptop volume:**

- Increase the system volume by using the volume up/down buttons on the touch screen.

  - If you cannot hear any audio, verify that the "Audio Mute" button on the system control panel is not on. **When this button is selected**, the audio will not play.

  - You can also increase the volume by adjusting the volume on the laptop itself (using the laptop’s control panel). **If that does not work**, verify that the laptop’s mute button is not selected.

**If the image is distorted, or you see an error message that indicates “Frequency Out of Range”:** You may need to adjust the monitor resolution.

- **For PC Laptops:** From the Start Menu, open the Control Panel and double-click on the “Display” icon. Select the “Settings” tab, and adjust the screen resolution to **1024 by 768 pixels**.

- **For Mac Laptops:** Open “System Preferences” on your laptop. Click on “Displays,” and in the “VGA Display” window select “1024 x 768, 60.0 Hz” from the list.
Using the DVD/VHS Combination Unit

1. Press the button marked “DVD/VHS Player” on the main touch screen (located on the instructor station).
2. When the button stops blinking, the system is ready for use.
3. Insert your DVD or VHS tape.
4. Press the “DVD/VHS Controls” button (on the main touch screen) to access the standard controls (play, stop, fast forward, scan, etc.).
5. From the “DVD/VHS Controls” screen, press the appropriate source button (“Select VHS” or “Select DVD”).
6. Use the Transport Controls on the touch screen to control the player. To activate the closed captioning, press the “Closed Captioning” button.
7. To return to the main menu, press “Escape.”

Using the Auxiliary Video (for External Devices)

To connect an external video playback device, you will need to provide the appropriate AV cable (with yellow, white, and red connectors). Connect the AV cables to the output jacks on the device and to either the input jacks on the front of the VHS/DVD combo player or the jacks on the equipment rack under “Auxiliary Input.”

- If using the jacks on the VCR/DVD combo:
  Use the channel up/down buttons on the front to set it to “Line Input.” The VHS player display should read "F-1" or "L-1.” Select the “DVD/VHS Player” source.
- If using the jacks on the equipment rack: Select the “Auxiliary Video” source.

Using Projector Aspect Ratio Controls

The aspect ratio controls offer several different options to display content on the classroom’s widescreen projector.

If you do not select any aspect ratio options:
- When displaying a computer screen, the projector will attempt to match the computer display settings.
- When displaying a video,
  - VCR: the projector will display standard 4:3;
  - DVD: projector will attempt to match settings encoded on the DVD.

If the display is freezing or distorted:
- Remove the disc from the player and check the disc for damage.
- Clean the disc (to remove smudges or fingerprints).

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If the display is distorted, employing aspect ratio controls may help correct the distortion:
- Press the button marked “Projector Aspect Ratio Controls” on the main touch screen (located on the instructor station).
- Follow the guidelines describing the type of signal to be displayed and choose a setting or “Auto Set Up.”
- Press the Escape button to return to the main screen.
Data network service and support is provided by the Office of Information Technology. For further assistance with the wireless or wired network connection, please call the 1-HELP Technology Helpline at 612-301-4357.