

How to use Projector in MPR

Instructions for Lap Top and LCD Projector in MPR

- When you arrive, get the large black cord from the back room and plug one end into the wall below the large screen.
- Plug the other end of the cord into the lap top.
- When you arrive, the LCD projector will most likely have the green and red light on. This is the sleep mode.
- Point the remote at the projector and click the power button (top right)
- The green light will stay lit on the projector and after 20-30 seconds, the blue light will start coming on out of the lens of the projector.
- Turn your computer on.
- Press the input 1 key on the remote to use the lap top computer
- Press the input 2 key on the remote to use the DVD player

Troubleshooting:

- If the screen is not showing what your lap top screen is showing then hold the function key fn while pressing f8

Other good things to know:

Screen: the toggle switch is located in the back room on wall. Push one way to put screen up and the opposite way to put the screen down. The switch needs to be returned to the middle, (neutral,) once the screen is all the way up or down or the motor will keep running.

To use the sound

- Get the white cable out of the cabinet and connect to the wall.
- Connect other end of the white cable to the Microphone jack on your lap top
- Turn on the mixer board in back room
- Use Line 11 – volume line 11/12 on the mixer board
- Remember the mute – turn it on and off for line 11
- Have it on mute when you turn it on so you don't hurt the speakers.

Once you turn it off, you have to wait 3-4 minutes before you can turn it back on.

Remember shutter key if needed.

To make your lap top screen fill the large screen completely:

- Set your computer to the right pixel setting – 1280 x 760 usually works best on most lap tops.

To set the pixels:

Right click on the desktop

Scroll down and click on properties; Properties to settings

Settings to 1024 x 768 is best for Jack's laptop

Click ok; Click apply

Click the Auto PC Adjust on the remote

When finished:

Please turn off the LCD projector by clicking the power button – (top right) twice. We want to make sure we turn off the projector so we do not wear it out.