

University of
Lethbridge



W400 Classroom Instructions

Call 2490 for additional assistance.

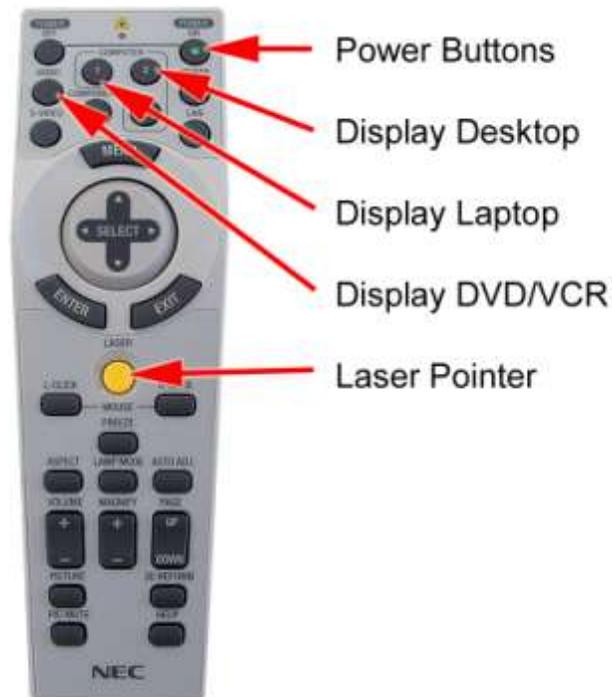
Updated: November 17th, 2010

LCD Data Projector



- Press and hold the black button at the top of the NEC remote marked “ON” for about 5 seconds. A green light should appear on the projector. If it does not, move closer and try again.
- Wait approximately 30 seconds for the picture to appear.
- For **Laptop** computer input, press the black button on the remote marked “Computer 1”.
- For **Desktop** computer input, press the black button on the remote marked “Computer 2”.
- For **DVD/VCR** input, press the black button on the remote marked “Video”.

To turn off the projector press and hold the black button at the top of the NEC remote marked “OFF” for about 5 seconds. It is normal for the projector to remain running for several seconds while it cools.



NEC Remote Commander

Desktop Computer



- Press the black power button located at the center of the computer system unit (located in the desk cabinet). You should see a green light appear.
- If you do not see an image on the LCD screen, use the switch located on the bottom right edge of the screen. You should see another green light on the monitor if the power is on.
- If you wish to use the LCD Data Projector, turn it on now. (See separate instructions for Data Projector)
- If you wish to use the Classroom Sound System, turn the amplifier on now. (See separate instructions for Sound System)
- Wait approximately 30 seconds for the computer to boot. You should see a login screen when it is complete.
- Enter your login username (usually “firstname.lastname”) and your password (initially your ID number). Ensure that the *Domain* is set to “uleth”
- If you do not have a login username for the University network, contact the Information Technology department at 2490.
- When you are finished, select “Logoff” from the start menu.



Laptop Computer

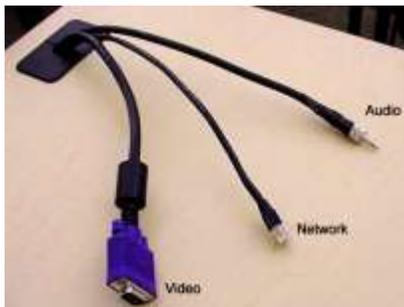


- Locate the laptop connection cables on the side of the desk cabinet.
- Carefully connect the cables to the back of your laptop.
- If you wish to use the LCD Data Projector, turn it on now. (See separate instructions for Data Projector)
- If you wish to use the Classroom Sound System, turn the amplifier on now. (See separate instructions for Sound System)
- Once the data projector is turned on and set to the correct input, turn on your laptop computer and the image should appear. Most laptops will enable their video output when they are connected in the correct order. Remember to **connect the cables and turn on the projector before you turn on your laptop.**

NOTE: If you have turned on the LCD Data Projector and your laptop and the projector display is not working, you may have to **ACTIVATE** your laptop's CRT output. You should consult your laptop manual for this procedure. Most laptops have an FN key



Hold "Fn" and press the appropriate function key.



Laptop docking connectors

located somewhere near the bottom left of the keyboard. You should also see a function key either marked LCD/CRT or displaying a small screen icon. Pressing these buttons at the same time will toggle the CRT output on and off. If you have difficulty with this procedure, please contact the Information Technology help desk.



If you are not sure what key to press for the video output, here are some common laptop manufacturers and the appropriate keystrokes:

Your laptop should be set to a 1024x768 resolution for optimal performance.

Dell	FN+F8
IBM or Sony	FN+F7
Toshiba or HP	FN+F5
Compaq	FN+F4



VCR / DVD Player

- Turn on the player using the power switch on the front of the unit or the power button on the remote commander.
- Carefully insert the cassette or DVD you wish to play. If it does not load easily into the player, contact classroom support.

If you experience problems:

- If you can't hear any audio, check to ensure that the amplifier is turned on, and the VCR / DVD source volume is turned up. Also try depressing the "Audio" button on the remote commander.
- If you can't see any video, check to ensure that the LCD Data projector is set to VIDEO input or try depressing the "VCR/TV" button on the remote commander.
- If the remote commander is not functioning, the batteries may need to be replaced. Most functions are available from the front panel of the unit. Call classroom support for additional batteries if needed.

One of the following remotes should be available to control the DVD/VCR Player.

