

Projection Request Form & Instructions

Name

Date

Equipment Request Date(s):

Technology Coordinator notes/comments:

Help Me Help You! Follow the directions below:

The projector and laptop should be connected together and prepared for use when you checkout the unit. To use:

- ✓ Plug in the unit to an electrical outlet. Please do not disconnect the laptop from its power source. It is better to connect with direct power, rather than from the computer's battery unit.
- ✓ Plug the network cable into a network jack if you plan to use the Internet and WWW. The active jacks in our boardroom are E 13, E 15, and E 17. The cable should be in the floor bin where one connects.
- ✓ Turn on the projector using the power button. Remove the lens cover from the projector lens. Adjust its position and focus.
- ✓ Turn on the computer.
- ✓ If using another's computer, **or should the screen not appear on the projector**, activate the video out port. For our computer, press the FN Key and the F5 key simultaneously. Pressing the key combination once will direct the screen to the projector and blank the desktop screen; pressing the combination again will display the image on both the projector and the laptop display.
- ✓ You are now ready to use the unit for teaching and presentations.

NOTE: Some projection units can overheat. If you are going to use the unit for an extended period of time, but not sequentially, turn off the unit in the interim.

- ✓ To powerdown the unit - turn off the projector first.
- ✓ Ensure when you return the unit, you have returned all the equipment including the cables, remote, mouse, etc.