SETTING UP LIBRARY PROJECTOR AND PCS LAPTOP
FOR PROJECTING PICTURES OR VIDEOS

PURPOSE:

These instructions are designed to help you to make the proper connections and settings to use the Library projector with the PCS laptop to project pictures and videos. They are also applicable for using your own computer at the Library.

NECESSARY SUPPLIES & CONNECTIONS

1. Obtain Bag with Remotes and Cables at Library Service Desk	The bag is kept at the Library service desk on the ground floor. You will need your Library card. If the librarian has trouble finding it (there are several similar-looking bags), ask for the one with the blue cable. The bag contains the remote for the overhead projector in the Founders Room.
2. Obtain access to Audio Closet in the Founders Room (if you are planning to use sound)	Ask librarian to unlock the A/V closet in the Founders Room. Your audio cables, connected to the "equipment panel" will transmit the audio signal to the audio control panel in the closet where you can control the volume and tone of the sound
3. Lower Screen on the wall of the Founders Room	Fully lower the projector screen by moving the three-way switch on the wall all the way down, then return the switch to the middle position.
	Bag With Remote Controls and Cables
4. Connect laptop video output to the video input of the projector.	Use the beige VGA cable (15-pins) (in the A/V bag) to connect the laptop video output to the video "dongle" projector input on the equipment panel on the wall. The PCS also owns a black VGA cable which provides a better picture on the screen. Always use the PCS cable if available. If not, use the Library's cable.
5. Connect the laptop audio output to the Library sound system	Use the blue audio cable (in the A/V bag) to connect the audio output from the laptop to the Library's sound system. The end with the 1/8" stereo plug connects to the audio output of the laptop and the end with the two RCA-type plugs (red and white) connects to the equipment panel. PCS has a similar, although longer cable, which can be used if necessary.

Equipment Panel Location

Equipment Panel Connections

PROJECTING VIDEO

6. Boot up the laptop	Wait until desktop shows before next step
7. Turn on the projector	Point the projector remote at the projector and push the "On" button. (Red button in the upper left.) Don't point the remote at the screen; that won't work! The projector will not turn on right away, but after a few seconds you should see a light inside the lens. There is also a red light on at the back of the projector to show it is powered up.
8. Let projector automatically find video input from laptop	In the upper right corner of the projection screen, it should show "Analog RGB". If it says anything else, press the VGA button on the remote (on the left, second up from the bottom) so it will search for the proper connection
9. Adjust Laptop Color Depth	In the System Tray (lower-right of the Desktop) on the laptop, click on the small ATI icon and set the color depth to 16 bits. A wrong setting here is usually the main reason that videos do not play properly. If not set properly the image will display on the laptop monitor, but not on the projection screen.
10. Set laptop screen resolution to 1024 by 768	This is a good starting point, but you may need to adjust this later if required. See below
11. Set the laptop to send video to both its screen AND the external VGA output plug connected to the projector.	Press the Fn (Function) key and the F7 key simultaneously on the laptop. This will display a double icon in the lower portion of the laptop screen. Use the Fn and F7 keys as a toggle, to cycle through the options until you see a picture on both the laptop screen and the projector screen.

12. Set the aspect ratio of the image on the screen (if necessary)	On the remote, press the "Menu" button (on the left side, third up from the bottom) and a tabbed menu will appear on the screen. Press the right-arrow button on the remote until you are on the second tab (Image II). Move the cursor down to the Display line and select the second icon from the left (of four). It looks like a circle in a square. To the far right there should be a "4:3", showing the present display ratio. After selecting 4:3 press the "Menu" button again (sometimes twice) to exit from the projector's menu screen
13. Adjust the laptop screen resolution to show the entire desktop on the projection screen (if necessary)	If your entire computer screen does not appear on the projection screen, you need adjust your computer's screen resolution. Try various resolutions until you are satisfied. To adjust the laptop screen resolution right-click on an empty spot on the Desktop, and select Properties. In the Settings Tab move the resolution slider to the left. A resolution of 800 x 600 will usually produce acceptable results, although 1024 x 768 may make your circles and other details more realistic. Your best setting will depend on the nature of your particular application
14. Preview everything before your presentation.	IMPORTANT: Preview your images to see how they look on the projection screen. This will save you embarrassment in front of the audience. This is especially important if you are showing a video of any kind

AUDIO

15. Audio connections	It is assumed that you have already connected your audio cable from the laptop to the audio jacks on the <u>equipment panel</u> on the wall.
16. Audio Control Equipment	The audio amplifiers and other equipment are In the A/V closet, to the right of the room as you face the projection screen. The equipment may have been left on by the previous user. There are two red dots showing where the equipment should be turned on or off.
17. Adjust audio volume.	The audio jacks plugged into the <u>equipment panel</u> are routed to the first volume control on the left of the audio preamp marked "Input 1" and labeled "CD/Tape and DVD VCR". Adjust this volume control to suit your audience. If you are busy giving the presentation, ask someone to adjust the volume levels as necessary. Audio outputs controls on audio and video players, etc. vary widely and must be adjusted accordingly.

18. Adjust audio tone	Adjust the bass and treble controls as desired. Leave the other controls (master, rear and front) in (or reset to) the 12:00 o'clock position unless you have a reason for changing them.

Audio Panel in Closet

Audio Panel Controls

TURNING OFF EQUIPMENT

19. Turn off the audio	Turn off the audio equipment using the switches at the two red dots and close the closet door. You do not need to lock the door; the Library staff takes care of that
20. Turn off the projector	Push the Power button on the remote and a confirmation message will appear on the screen asking if you really want to turn off the projector. Press the Power button again to turn off the projector.
21. Return bag with remotes and wires to the library service desk	Make sure the remote, blue audio cable and beige VGA cable are in the AV bag, and return it to the library service desk. Don't just leave the bag on top of the counter but give it to a staff member and see that they check it back in. Remember, it was checked out using your Library card.

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