



**If you need further technical assistance, please call the Service Desk on 66777**

## To display Data from PC or Laptop

The diagram shows the controller/commander for the Data Projector. It can be found on the wall at the front or the side of the room.

- The Data Projector can be switched on by pressing and holding the On/Off button on the Controller, until the LED on the button flashes green.
- The Data Projector will take between 1 and 3 minutes to brighten to its full working state.
- Once the Data Projector is turned on, then the laptop or the installed PC can be switched on.

### To use the installed PC

The user is required to login to the network to use the installed PC (see separate login information).

### To use a laptop computer

The appropriate VGA lead supplied should be connected to the user's laptop. Also connect the sound lead supplied if you have sound files to playback.

### Important!

Once the user has finished their session, the On/Off button on the controller should be pressed and held until the screen goes blank. The projector will go into its cool down mode, the LED will flash green on the controller during this cool down period. The projector will turn itself off in about a minute or so. All controls will be disabled during this cool down period, approximately 2 minutes.

## Additional features

**To playback sound from computer files**, make sure the sound lead (supplied) is plugged into the correct socket on your laptop (headphone socket). The PC sound lead should already be connected. If the volume level needs adjusted, this can be done firstly on the computer itself and if a suitable level still cannot be achieved, then also by repeatedly **tapping** the Volume Raise and Lower buttons on the Controller (not just holding the button down).

**To blank the screen** for a short time during the session, press and hold the **Blank** button on the Controller to turn the screen to black. Press and hold the same button again to return to the data output.

## Troubleshooting

In circumstances where **no sound** is heard, check that the sound lead is plugged into correct socket on the computer (headphones, not mic). Check that the computer is not in mute, and that the sound levels are adjusted up, and that the room amplifier level is turned up by appropriately tapping the 'raise' button on the Controller.

In those circumstances where **no image** is displayed or the wrong image appears on the screen, one of the following alternatives should be followed:

1. Where a laptop is used, the user may need to tell the laptop to output to an external device, as well as its own internal screen. This is done by pressing the Function key (Fn) along with the appropriate F key along the top of the keyboard. The appropriate key may have a Monitor/Laptop symbol on it or it may display CRT/LCD. Press and then wait a few seconds for the data projector to respond. Repeat this process (press the 2 buttons together again) if the laptop screen image is lost.
2. And/Or... Select the right input by pressing and holding the PC button which will then light green. **In this room there is no need to press the laptop button.** Both PC and laptop use the same input (PC). The laptop will be automatically detected and switched to (Laptop takes priority).

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