Basic Operating Instructions
1) Touch center of touchpad to wake it, you will see Colgate logo
2) Touch screen to engage control system
3) Load any media into desired device
4) Select device on the left side of the touchpad (Computer, Laptop, DVD, VCR, or Document Camera). This will turn ON the projector.
5) Volume control is on the right side of the touchpad (Volume Up, Mute, Volume Down)
6) Projector Mute (Pic Mute) is on the right side of the touchpad
7) Use the touchpad for playback, FF, RW, and pause for DVD and VCR
8) Turn off projector by pressing EXIT button on the right side of the touchpad. You will get the “Are you sure prompt”, press Yes

Audio Problems
1) All volume control is on right side of touchpad.
2) Computer/Laptop: Check Volume control in System Tray
3) Laptop: Check that audio cable is plugged into headphone jack (🎧)

Video Problems
1) If using laptop press function key (Fn) + corresponding video output key (F#)
Note: Pressing Fn+F# once will project image only on screen, twice will project image on both laptop and screen, three times will project image only on the laptop.

Example:

Left side Devices:
- Computer
- Laptop
- DVD
- VCR
- Doc Cam

Right side Controls:
- Vol Up
- Vol Mute
- Vol Down
- Pic Mute
- Exit

Please make sure projector is OFF before you leave the room

Please report any problems to the ITS Helpline (x7111 option 1)
Call Media Services (x7239) for personal training on specific room systems