Basic Operating Instructions
1) Press **ON** to turn on projector
2) Remove keyboard & mouse from drawer if using computer
3) Hook up auxiliary device if using (HDMI or AUX/VCR)
4) Load media into desired device
   a) Play DVD in computer
5) Select device on touchpad
6) Volume control is on dial
7) Aspect Ratio will toggle between widescreen & normal
8) Turn off projector by pressing **OFF**.

Audio Problems
1) Computer/Laptop: Check Volume control in System Tray
2) Laptop: Check that audio cable is plugged into headphone jack (🎧)

Video Problems
1) If using your own computer make sure you Press Laptop
2) 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:

For Windows: Click Fusion icon in dock. Use FN/CTRL/ALT/DEL to get the log in screen. Sign into windows using your Colgate username and password. When finished with Windows, Click Start > Log Off, press ⌘ + Q on keyboard, then click Suspend.

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