Help guide for Engineering
143/145
(Computer Users)
STEP 1

• Enter combination for access to the prep room.
STEP 2

- Lower retractable electric screen. Switch is at lower left of blackboard.
STEP 3

- Wheel out data projector cart and plug in main power.
STEP 4

- Turn on projector. Press “power” button on top of projector. Wait for projector status light to turn steady green to indicate completion of “powering up”.

![Projector images](image)
STEP 5

- Press “Computer <” button on top of projector until upper right of screen says “Computer 1”.

![Projector control panel](image1.png)

![Screen display](image2.png)
STEP 6

- Hook up other end of VGA Cable coming from projector to laptop computer. NOW turn on computer.
STEP 7

- You should now see your projected desktop image on screen.
STEP 7A

- If no image is displaying, ensure your laptop is outputting a signal by holding down the function key (fn) and tapping the appropriate f key (f1-f12) for your laptop! For Macs, mirror your display images.
STEP 8

• At session’s end, disconnect VGA cable and turn off computer.
STEP 9

• Please be sure to shut down projector! To shut down, press “power” button twice, and allow projector 2 minutes to cool down. The status light will return to red when the cooling cycle is complete.
STEP 10

• Return all equipment to prep room, and please LOCK THE PREP ROOM DOOR before you leave. You may have to enter the combination again in order to close the door.