

The Canisius College Media Center Presents

# The Student Center Conference Room Equipment Guide

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# Student Center Conference Room

## DVD/VCR Projection Guide

Figure A: SHARP Projector Remote Control

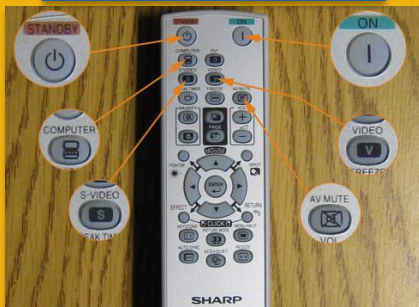


Figure B: Remote Control



1. Press the **ON** button on the **SHARP Projector Remote Control** (Figure A). Point the remote at the ceiling-mounted LCD projector and press the ON button for at least 2 seconds to turn the projector on.
2. Allow the projector time to warm up (30 seconds) and then press the **VIDEO** button on the SHARP Remote to set the projector to VIDEO mode.
3. The SHARP Remote also controls volume and can be used to put the projector in standby mode. The audio level is adjusted by using the **VOL +** and **VOL -** buttons, while standby mode is activated by pressing the **AV MUTE** button. Press AV MUTE again to restore the image.
4. The DVD/VCR combo unit is located in the equipment cabinet in the front of the room just below the projection screen.
5. Insert your DVD or VHS tape into the DVD/VCR combo unit. Use the buttons on the front of the combo unit or the provided **remote control** (Figure B) to operate the DVD/VCR. The remote control should be located inside the drawer at the bottom of the equipment rack.
6. At the end of the presentation, please remove your DVD or VHS tape from the DVD/VCR and shut off the projector by pressing the **STANDBY** button *TWICE* on the SHARP Remote.



# Student Center Conference Room

## Laptop Projection Guide

Figure A: VGA Cable



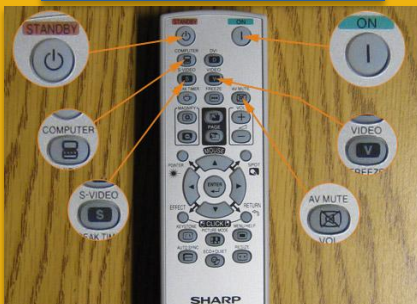
Figure B: Monitor Port



Figure C: Ethernet Cable



Figure D: SHARP Projector Remote Control



**Please Note:** If you have requested a Media Center Event Laptop and it was set out in advance, all necessary cables should already be connected to the laptop for your convenience.

1. Plug the **15-pin VGA cable** (Figure A) into the matching **monitor port** (Figure B) on the laptop.
2. Plug the audio cable into the laptop's headphone jack, if desired.
3. If you need internet access, you should be able to connect to the Canisius wireless network. However, if you cannot access the wireless network, plug the **Ethernet cable** (Figure C) into the Ethernet jack on the laptop. **Please Note: An Ethernet cable is only set out if requested in advance.**
4. Plug the power supply for the laptop into a nearby outlet, if needed.
5. Press the **ON** button on the **SHARP Projector Remote Control** (Figure D). Point the remote at the ceiling-mounted LCD projector and press the ON button for at least 2 seconds to turn the projector on.
6. Turn on the laptop computer.
7. Allow the projector time to warm up (30 seconds) and then press the **COMPUTER** button on the SHARP Remote to set the projector to COMPUTER mode.
8. If an image appears on the laptop or projector only, try toggling the output of the laptop so that the image is mirrored on the laptop and projector.

Windows 7 / 8: Press the Windows logo key + P together until *Duplicate* is selected.

Mac OS: Click on *Displays* in *System Preferences* and then click on the *Arrangement* tab. Click on the *Mirror Displays* checkbox.

9. The SHARP Remote also controls volume and can be used to put the projector in standby mode. The audio level is adjusted by using the **VOL +** and **VOL -** buttons, while standby mode is activated by pressing the **AV MUTE** button. Press AV MUTE again to restore the image.
10. At the end of the presentation, please shut down the laptop, unplug all necessary cables from the laptop, and shut off the projector by pressing the **STANDBY** button **TWICE** on the SHARP Remote.