

The Canisius College Media Center Presents

The Student Center Regis North Equipment Guide

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Student Center Regis North

Laptop Projection Guide

Figure A: VGA Cable



Figure B: Monitor Port



Figure C: Ethernet Cable



Figure D: Wall Control Panel



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. **Please Note:** An audio cable might be absent if not requested in advance.
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. If the laptop is being connected at a podium there should be a power strip located at the bottom.
5. Press the **ON** button on the **Wall Control Panel** (Figure D); it is found to the right of the projection screen.
6. Turn on the laptop computer.
7. Allow the projector time to warm up (30 seconds) and then press the **PC** button on the Wall Control Panel to set the projector to **COMPUTER 1** 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. 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 **OFF** button **TWICE** on the Wall Control Panel.

Student Center Regis North Media Rack (DVD/VCR) Projection & Audio Guide

Figure A: Wall Control Panel



Figure B: Media Rack



Figure C: Audio Mixer



Figure D: AUX Audio Cable



DVD / VHS Tape Playback Instructions

1. Press the **ON** button on the **Wall Control Panel** (Figure A); it is found to the right of the projection screen.
2. The DVD/VCR combo unit is located in the **Media Rack** (Figure B). Insert your DVD or VHS tape into the DVD/VCR combo unit.
3. Use the buttons on the front of the combo unit or the provided remote control to operate the DVD/VCR. The remote control should be located on the top of the media rack or inside the rack's drawer.
4. Allow the projector time to warm up (30 seconds) and then press the **VID** button on the Wall Control Panel to set the projector to **VIDEO** mode.
5. The audio level is adjusted by using the **DVD/VCR volume knob** on the **Audio Mixer** (Figure C) located in the media 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 **OFF** button **TWICE** on the Wall Control Panel.

iPod / MP3 Player Playback Instructions

1. Connect the **AUX Audio Cable** (Figure D) to the headphone jack on your iPod, MP3 player, etc.
2. The audio level is adjusted by using the **AUX volume knob** on the **Audio Mixer** (Figure C) located in the media rack.

Audio CD Playback Instructions

1. The CD player is located in the **Media Rack** (Figure B). Insert your CD into the CD player's disc tray.
2. Use the buttons on the front of the CD player to operate the player.
3. The audio level is adjusted by using the **CD volume knob** on the **Audio Mixer** (Figure C) located in the media rack.