

Slide Projectors



- Remove the retaining ring from the carousel
- Remove the carousel from the slide projector
- Organize slides in preferred order (slides will advance counter clock-wise)
- Insert each slide into a slot on the carousel, ensuring the image is placed upside down. (If the image is not placed upside down, it will project upside down on the screen)
- Place the carousel back on the projector
- Replace the retaining ring on top of the carousel and you are ready to go.

Data Projector

Portable:



- Always start by booting the machine with the data projector already plugged into it and switched on. Many machines auto detect the projector and will set them selves up. This method is particularly important with Macs, which often don't have an external monitor switching button.
- Check you've actually told the laptop to use an external monitor. Many models won't send video signals to the external monitor connector automatically. On PCs you usually do this with one of the function keys and a modifier key. The function key you need sometimes has a picture of a monitor on it or says something like CRT/LCD. On machines like this there are usually three ways the video output can be set: LCD panel only, external monitor only, or both, and so you may need to press the function key a few times to cycle through the possibilities to the correct one.
- On some Macs you need to go into the monitor control panel to make them display on the external monitor. In the control panel you get a picture of two monitors. You can drag one on top of the other to make the Mac display the same picture on the external monitor as the LCD panel. You may also need to change the resolution that the Mac uses for the external monitor to get the best picture.
- Make sure the projector cables are firmly attached to the laptop.
- Check that the data projector is displaying the correct input; some have A and B inputs. Most will detect the signal from the laptop if there is one plugged in and switch to that input, but not always. Do not be tempted to check if the data projector is really on by hitting the power switch. They generally go into standby mode if you do this; this is so that they can cool down properly before switching off entirely. This means that you then have to wait for them to cool before you can switch them back on again.

In Room Ceiling Mounted:



- Verify that a source has been selected from the podium.
- Also make certain that device is power (on) so that signal is detected from data projector.
- Make sure VGA cable is connected.
- To enable presentation mode please refer to the following link for more information
http://www.ehow.com/how_5058994_turn-presentation-mode-windows-xp.html

Over head projector



- Situate the overhead projector on a low table that is 2 to 3 feet off the floor.
- Make sure the overhead projector is plugged into a reliable place an overhead transparency on top of the flat glass surface of the projector.
- Turn on the overhead projector. Most machines have a large, circular button on the front for this purpose, but on/off switch locations can vary.
- Angle the mirror at the top of the projection arm until the image is properly aligned onto a blank wall or drop-down projection screen.
- Move the table holding the overhead projector forward or backward (if necessary) until the projection image approximates the size of the projection screen or blank wall space.
- Turn the circular knob at the top of the projector arm until the projected image comes into focus.
- Press the on/off button again when finished with your presentation. Allow the overhead projector to completely cool down before using it again.

Auxiliary Projection:



The Auxiliary panel is an interface found usually on the fronts of most Racks or Podiums.

This enables the user to connect an external source's for example, a digital camera, and Camcorders, from touch panel or switcher.

- Select source
- Make sure device is connected to Aux panel
- Power device