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.
It is recommended that you boot up your laptop after connecting it to and powering on the projector. Many laptops will auto-detect a secondary display device (the projector) and will automatically synch up. This method is particularly important with Macs, due to Apple’s proprietary Thunderbolt port.

If no image projects, check that the proper projector input is selected and corresponds to the input you have connected the video cable to and that your laptop has been set to sync with a secondary display device. For laptops running Windows 7, you can check by holding the Windows logo key on the keyboard and pressing the P key. For other laptops, you can check this by going to the “Display” sections of the control panel/system preferences. You will want to set it for either “Cloned” or “Dual” display for PC laptops and “Mirrored” display for Apple laptops.

Make sure the projector cables are firmly seated in the laptop’s display port.
In Room Ceiling Mounted:

- Make sure the input you have selected from the touchpanel corresponds to the device that you intend to use.

- Make sure the device you are using is powered on.

- For laptop connections: If no image projects, check that the proper projector input is selected and corresponds to the input you have connected the video cable to and that your laptop has been set to sync with a secondary display device. For laptops running Windows 7, you can check by holding the Windows logo key on the keyboard and pressing the P key. For other laptops, you can check this by going to the “Display” sections of the control panel/system preferences. You will want to set it for either “Cloned” or “Dual” display for PC laptops and “Mirrored” display for Apple laptops.

- For laptop connections, make sure the VGA cable is properly connected.
Overhead projector

- 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 properly to the Aux panel
- Power on the device