

Usage of the projector systems in the MCC conference rooms varies from room to room. Here we assume the use of a laptop computer.

Continuing Education Conference Room, LRC B149

1. Lower the screen using the controls near the light switches next to the door.
2. The projector controls are in the cabinet at the front of the room.
 - a. To power the projector on, hold the “Power” button on the top row. You may need to keep the button depressed for several seconds.
 - b. Select the piece of equipment you are using by pressing the appropriate button on the top row. PC-3 is the connection on the conference table. Be careful not to get your fingers caught by the metal flap on the table! Use the black cable found in the cabinet to connect the laptop to the appropriate connection.
3. On the laptop, press <fn> and the appropriate function key (often F4) simultaneously to toggle the screen display to laptop only, projection only, or both.
4. When you’re done:
 - a. Power down the projector
 - b. Raise the screen via the control next to door
 - c. Return the monitor cable to the cabinet

LRC 2nd Floor Conference Room, A226

1. Lower the screen using the controls near the light switches next to the door.
2. Connect the laptop to the cable emerging from the center of the conference table. Optionally, you can connect the audio cable as well as the video cable. You can connect the power cable to one of the outlets in the center of the table.
3. The projector controls are on the Crestron screen on the conference table. Touch the panel twice to see the control buttons.
 - a. To power the projector on, press the “Projector” button in the upper right corner. A flashing green exclamation point indicates that the projector is warming up. This can take a few minutes.
 - b. Press the “PC” button on the left-hand side of the Crestron screen.
4. On the laptop, press <fn> and the appropriate function key (often F4) simultaneously to toggle the screen display to laptop only, projection only, or both.
5. When you’re done:
 - a. Press the “Exit” button in the lower right corner of the Crestron screen, then press “Yes, Shutdown.”
 - b. Raise the screen via the control next to the door.

LRC 1st Floor Conference Room, A108

This section covers only how to display a VHS cassette tape.

1. Open the cabinet door to the left of the screen. Insert your VHS tape into the VCR. The rest of the VCR controls, except “Eject,” can be accessed through the Crestron screen on the conference table.
2. Touch the Crestron panel twice to see the control buttons. On the left-hand side, press “VCR/TV,” then the “play” button, and then “pause.” (If necessary, you can rewind your tape at this point using these controls.) If you do not see standard VCR control buttons on the Crestron screen, press the “VCR Controls” button at the bottom of the screen.
3. Press the “Display” button in the upper right-hand corner of the Crestron screen and then press the “Power” button. You may have to wait up to two minutes before you see a countdown appear on the Sanyo projection screen and the green light at the base of this screen, labeled “Ready,” lights up.
4. Press the “Video Input” button on the Crestron screen, cycling through “Video 1,” Video 2,” and “Video 3,” until you see video from your tape or broadcast television. With each press of this button, there will be a delay before the video input takes place, so go slowly.
5. Press the “VCR/TV” button on the Crestron screen again, then “play” to begin playing your tape.
6. Use the “Mute” and volume control buttons on the right-hand side of the Crestron screen to control volume.
7. When you’re done:
 - a. Press the “VCR/TV” button on the Crestron screen. Press the “stop” button and then the “rewind” button.
 - b. Press the “Display” button in the upper right-hand corner of the Crestron screen. Press the “Power” button twice (to confirm powerdown).
 - c. Press the “Exit” button in the lower right-hand corner of the Crestron screen. Press “Yes, Shutdown.”
 - d. Press the “Eject” button on the VCR unit in the cupboard to retrieve your tape. **DO NOT POWER DOWN THE EQUIPMENT IN THE CABINET.**