Laptop in MCoB classroom

To Use a Laptop

1. Open the black rectangular cover in the left corner of the podium and plug the laptop into one of the power receptacles.

2. Connect the Video cable to the laptop. Connect the Audio and Network cables as necessary.

3. Turn on the laptop.
4. Use the Touch Panel on the podium

5. If the Touch Panel screen is blank, touch the screen to wake it up. Then touch the following screen to begin.

6. You will see the following screen for 20 seconds, then it will disappear.
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7. Touch “Laptop”

If you do not see your laptop either on the laptop screen or through the projector, you must press the Function key (Fn) at the same time with the CRT/LCD key (e.g. F5 or F8). Pressing this key combination will cycle through sending video only to the projector, sending video to both the laptop screen and the projector and sending video only to the laptop screen.
To Adjust the Volume

1. Touch “Volume” on the Touch Panel

2. Adjust the volume of all programs on the Local PC or Laptop using the “PROGRAM” controls on the left side of the screen.
To End a Presentation

1. Touch “System OFF” then “YES SYSTEM OFF” on the Touch Panel.

You will see the screen with the timer counting down from 3:00 to 0:00. When the timer reaches 0:00, the system is ready for use and the Touch Panel will display the “Touch to Begin” screen.
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Troubleshooting

Q: What if the Touch Panel screen is blank?
A: Touch the screen to wake it up

Q: What if I don’t see the Laptop displayed on the large projector screen?
A:  
• Touch “Laptop” on the touch panel
• Press the Function key (Fn) at the same time with the CRT/LCD key and wait a few seconds to see if it appears
• If you see the laptop on the large projector screen but you don’t see a video playing on the laptop on the large projector screen, send the laptop video only to the projector and not to the laptop screen

Q: What if no sound comes from the Laptop?
A:  
• Make sure the audio cable is connected to the headphone jack on the laptop
• Adjust the volume using the touch panel

Q: What if the Laptop volume is too high or too low?
A: Adjust the volume using the touch panel

Q: The 3M transparency projector will not turn on, what do I do?
A:  
• Make sure that the overhead is plugged-in
• If projector is gray and orange
  o Open the cover and switch to the other lamp, making sure the cover is completely closed
• If projector is black & purple
  o Move the lamp select switch to the other lamp, making sure lever is in the down position

Q: What if the problem is not resolved with any of the above steps?
A: Call 1-7896, 1-3329 or 9-276-4890.
  
• Rooms 122, 158, 159, 160, 161, 162, L003, L050
  o Phone is located behind small door to the right of the screen
• Room 121
  o Phone is located behind small door located in opposite corner of room
• L051
  o Phone is located behind small door located to the right of podium
• L014B
  o No phone in room