

Charles Royal Projection System Instructions

1. Get the lock-box combination from your department chair or program director.
2. Unlock and open the cabinet and pull down the projector screen.
3. Make sure the audio knobs are turned to the white sticker indicators. Turn on the audio amplifier, the computer, and or DVD/VCR.
4. Using the Epson projector remote (make sure the remote's power switch is "ON"), press the red power button (upper right) to turn on the projector lamp. The remote sensor is on the rear of the projector. There should now be a very small green LED light on the base of the projector. If you only see an orange light, press again. The lamp takes 30 seconds to warm up, so once you see the green LED, be patient.
5. If you're using a computer, set the purple wireless keyboard/mouse switch to the computer you're using. **1** for Mac, and **2** for PC. Remove the mouse from the cradle to use it.
6. Using the projector remote, select your video source: **COMP 1** is the Mac, **COMP 2** is the PC, **VIDEO** is the VCR/DVD, and **S-VIDEO** is a higher quality signal for DVDs. If the projector displays a message "No Signal", press your video source on the remote again.

If the projector persistently displays a "No Signal" message:

When using a computer: make sure the computer is on, has finished booting and is not asleep (press some keyboard keys – make sure the USB switch is set correctly)

When using the DVD/VCR: make sure it's powered on. If a videotape is at the very beginning of the tape and/or playing noise or snow, the projector will display "No Signal", so wait for your tape to start.

7. If you're using a DVD/ or VHS tape, insert it and press **PLAY**.
8. Make minor adjustments to your audio if desired. For the safety of the equipment, do not make major audio adjustments past the indicated audio settings. If you do not hear any signal, *do not turn the volumes past the indicators* – check to make sure the amplifier is turned on.
9. When you are finished:
 - a. Shut down the computer (For the Mac, go to the Apple menu, then "Shut Down". Click the enter key to confirm. For the PC, go to the lower left "Start" menu and go to "Turn off computer". Click on Turn off computer in the next window that appears. Confirm that the lights on the computers have gone out.
 - b. Turn off the VCR/DVD player and amplifier.
 - c. Use the projector remote and press the power key twice to turn the lamp off.
 - d. Return the mouse to the cradle/charger base and return the keyboard to the cabinet shelf, along with the remotes.
 - e. Lock the cabinet and return the key to the lockbox (you will need to use the combination on the lock box in order to replace the cover).