Instructions for Equipment in Pilsbury Conference Room 4M

Setup:

1. Unlock wooden cabinets in the front of the room. The key is available from the 4th floor administrators if you do not already have a copy.
2. Retrieve the remote controls. One is labeled Lift-Tech, and it raises and lowers the ceiling mounted television. One is labeled Sharp Aquos, and it controls the television. The last is labeled Panasonic, and it controls the VCR.
3. To lower the TV for use, press the top button on the Lift-Tech remote. You do not need to hold it down to lower the TV, just a single press will do it. If you are over six and a half feet tall, watch your head.
4. If you are using your laptop, leave the keyboard and mouse in the cabinet and proceed to the next step.

To connect your laptop (skip this step if you are using the provided computer):

1. Look for the VGA cable. It will look something like this. It will have a very long cord that will reach anywhere at the table. Please be careful as it may be tangled.

2. Locate the port on your laptop that looks like the one below. NOTE: If you have an Apple Laptop, you will need an adapter. If you do not own one, some are available for sign-out in 1069 East Hall. You must leave your MCard to sign one out. If you do not know which type of adapter you will need, please bring your laptop with you so we can make sure you get the right one.
3. If you need sound for your presentation, look for this connector. It is attached to the video cable above.

It will connect into the headphone jack on your laptop. The location changes from laptop to laptop, but look for the stylized headphones.

4. Leaving the laptop and LCD off, connect the cables. The audio cable should plug straight in to the laptop. The VGA cable needs to line up correctly, so do not force it.

5. Once connected, turn on the LCD using the remote marked Sharp Aquos. Then power on your laptop. Several different things can now happen.

A. The screen from the laptop shows up exactly the same on the TV. This is called the “Duplicate” or “Clone” setting. Perfect for sharing video and PowerPoint presentations that you do not want your notes on.

B. The background image from your laptop shows up, but not your icons or mouse. This means that your laptop is set for “Extended Desktop” or “Extend”. If you plan on giving a PowerPoint presentation in “Presenter view” (where your notes show on your laptop but NOT on the TV) this is what you want. To turn “Presenter View” on or off in PowerPoint 2007 or 2010, go to the Slide Show tab and look for a checkbox labeled “Use Presenter View”. Nearby will be the choice of what monitor to display on.

C. Nothing at all. There is no image on the TV. This can be because the TV is set to the wrong input, or because the laptop is not working properly. To make sure the TV is set to the correct input, press the Input button just above the Volume and Channel buttons. A dark blue menu should appear on the right side of the screen. It will have 3 valid selections. Input 2 is for the VCR. Input 4 is for laptops. Input 6 is for the room computer. Continue to press the Input button to scroll through the options until Input 4 is highlighted. After a few seconds it should select that input and you should go back to options A and B.

D. If you want to change the display type from Extended to Clone, the method depends on your laptop. If running Windows 7 (all loaner laptops in East Hall run Windows 7) press and
hold the Windows key (shown below) and press the “P” key. This should bring up four options.

This is the menu that comes up.

E. Once the menu comes up, you can release the Windows key and “P” key and use your mouse to select which display type you want.

F. If using an older version of Windows (XP or Vista), try pressing the Fn (Function) key followed by the F8 key.

You may need to press this several times to switch to the mode you want.

G. If you need help, please call 734-763-0193 and we will come up as soon as we can.

6. At the end your presentation, please turn off the TV and press the middle button on the Lift-Tech remote to raise the TV back in storage.

7. Unplug any cords from the computer.
8. Neatly place the remotes and cables in the cabinet.

To use the desktop in the cabinet:

1. Retrieve the remote controls labeled Sharp Aquos and Lift-Tech.
2. Please carefully take out the keyboard and mouse. They are on long cables that will reach to any seat at the table. Depending on who used the room last, they may be tangled so please be gentle!
3. Power on computer by pressing the small square black button in the upper right corner. It should turn blue and the computer will turn on. If it does not, or it flashes and then turns off, call 734-763-0193.
4. If you have not already done so, lower the TV by pressing the top button on the Lift-Tech remote. You do not need to hold the button down to lower the TV.
5. Turn on the TV using the large oval button in the upper left of the Sharp Aquos remote.
6. If nothing appears on the screen, the TV may be set to the wrong input. This is an easy fix. Locate the Input button on the Sharp Aquos remote. It is located just above the CH button towards the center of the remote. When you press it, a blue window should open with several options. Keep pressing the Input button until Input 6 is highlighted. After a few seconds the TV will switch to Input 6, and you should see either the Windows loading screen or the Log In screen.
7. When logging in, please use the username UMROOT\Pilsbury-User and the password Psych!T01. The password is case-sensitive.
8. USB Ports are located on the front of the PC if you need to connect a Flash/Thumb drive.
9. When you are done with the computer, please SHUT IT DOWN.
10. Carefully coil the cables for the keyboard and mouse and put them back in the cabinet.
11. Press the middle key on the Lift-Tech remote to return it to the stored position.

To Show DVDs:

The only DVD player in this room is the computer. Please see the steps above.

To show VHS video tapes:

1. Retrieve the remotes labeled Lift-Tech, Sharp Aquos, and Panasonic from the cabinet.
2. Lower the TV using the top button on the Lift-Tech remote. You do not need to hold the button down to lower the TV.
3. Power on the TV using the large oval button in the upper left corner of the Sharp Aquos remote.
4. Select Input 2 by pressing the Input button located towards the center of the remote, just above the Channel and Volume buttons. Keep pressing the Input button until Input 2 is highlighted.
5. Insert VHS tape into VCR.
6. Press Play on the remote labeled Panasonic.
7. When done showing your video, make sure to retrieve your VHS tape and turn off the VCR.
8. Turn off the TV by using the same Power button you used to turn it on.
9. Return the TV to its storage position by pressing the middle button on the Lift-Tech remote.
10. Place the remotes back in the cabinet.

PLEASE REMEMBER TO RETURN EVERYTHING TO WHERE YOU FOUND IT, AND LOCK THE CABINETS.

THANK YOU.