

# Classroom Technology & Events

206-221-5000 “Select” Option 2 help@uw.edu www.washington.edu/uwit/cte

\*A classroom equipment key is necessary to operate this equipment, please visit our office or call\*  
\*the number to inquire.\*

CTE may not support the use of personal audio/video or network devices. CTE does not warrant or guarantee that third-party audio/video or network devices will be compatible with the technology installed in this building. If you would like to test your personal equipment in this room, please contact our office to schedule an equipment tutorial. For more information, please visit: <http://goo.gl/NaTFkY>

## To Turn ON the Data Projector:

1. Make sure Projection package is plugged into wall outlet and unlocked from wall anchor with an instructors key.\*
2. Press the ON/STAND-BY button to power on.

## To Turn OFF the Data Projector:

1. Tap (do not hold down) the Power button on the Data Projector, then tap it again after the “Power off?” message appears on the screen.
2. The Data Projector will take 90 seconds to cool down.
3. Do not unplug the power cable while the Data Projector is cooling down!
4. Please lock back up to wall when finished using.

**Please remember to turn off the Data Projector when you are finished!**  
**Turning off the Data Projector saves energy and preserves lamp life!**

## To Play a DVD or Blu-ray disc:

1. Insert media into the Blu-ray player, located at the front of the cabinet.
2. The Data Projector will automatically switch to the “Video” input if a laptop is not plugged in. If the Data Projector does not automatically switch, press the “Input” button on the top of the Data Projector until the Blu-ray image appears.
3. There is a remote tethered on the inside of the projection cart. Make sure the remote is aimed directly at the front of the player to control the menu and various play settings.

## To Connect a Laptop to the System:

1. Connect the Laptop using the HD-15 cable located on the Podium.
2. For Laptop Audio, plug the Mini-cable (located on the Podium) into your laptop’s headphone jack.
3. Turn on your laptop, if you have not done so.
4. The Data Projector will automatically switch to the Laptop signal if the Blu-ray player is not in use. If the Data Projector does not automatically switch, press the “Input” button on the top of the Data Projector until the laptop image appears.

## To Control Audio:

1. Make sure the Audio power switch is turned on the back of the speaker. It should display a red led light in the front.

**Note: If Laptop audio is not working or not loud enough, make sure the volume is turned up on the Laptop itself and the Mini-cable is plugged into the Laptop’s headphone jack.**

