

Instructions for Seminar Notebook (laptop)

This page describes how to use the notebooks in the seminar rooms (264, 236, 364 and 336).

Important:

- Please restore the original setup (*Seminar Notebook* connected to the beamer) after your presentation. Remove your locally stored files.
- Don't use force when (dis)connecting the cables.
- See other page for information on projector usage.


Introduction

- It is the intention that the HP *Seminar Notebook* setup is used, because all settings are properly installed.
- You can use your own laptop if you wish. Just disconnect the video-, audio-, and network cables from the *Seminar Notebook* and connect them to your machine. Please reconnect the cables to the *Seminar Notebook* after finishing your presentation.
- You can use a USB stick or a network location to retrieve your presentation material. We recommend to copy this material to the folder D:\temp of the *Seminar Notebook* and run it from there. Make sure that all needed data for your presentation is on the local drive (video, audio, pictures, special fonts etc.).
- Since this a public device please remove your material after your session.
- MAC users should bring their own adapters to connect their laptop to an VGA connection.

Notebook usage (HP *Seminar Notebook*)

- Login with your normal account name and password, this way you will have access to your network drives. Guests should use "terminalpc" as login name, no password is necessary.
- To send your display to the projector press the key combination **Fn-F4** (on the *Seminar Notebook*). On a Lifebook the key combination is **Fn-F10**. This may differ on other laptop models, use the key combination to cycle between them.
 - display on the notebook
 - display on the projector only
 - display on both devices
- The native resolution of the projector is 1024x768 pixels. The video out of the *Seminar Notebook* is already set to this resolution. If you connect another device make sure it is also set to 1024x768.

As this is a publicly accessible notebook it is advised to remove your locally stored files after finishing your session. Please turn off the notebook after your presentation.

Trouble shooting	
Type of error	Possible solutions
Beamer does not work	Check if you have followed the instructions on the other side of this page.
Beamer works, but no signal	Check if the video-out is enabled by pressing "Fn" + "F4".
No sound from laptop	Check if the mute button  is off, check windows volume settings.
Beamer image is "fuzzy", not sharp	Set the resolution of the video out to 1024x768 .
Movies play "choppy"	Copy the files to the local D:\temp folder and run them from there (in ELAN you may have to direct the application to the new location of the media-files).
No network connection	Check if the WLAN (first button right of the power switch) on the notebook is activated or check the network cable .

Instructions for the presentation installation

This page describes how to use the presentation installation (audio and projector) in the seminar rooms (264, 236, 364, 336).

Important

- Get familiar with this installation before you do a real presentation.
- Read the back side of this sheet for instructions to operate and/or connect a notebook.
- Switch off/shutdown the system if you do not need it any more.

Start up the *Seminar Notebook* (or your own computer) with the available video-, audio-, and network cables connected. Make sure that your presentation device delivers a picture on the VGA outlet. See other side for more information.

Switch on procedure

- Use the red power switch next to the projection screen to operate the installation.
- If the red indicator lamp - just above the switch - is lit, the installation is powered on.
- The projector needs some time to reach full brightness. During startup all available input lines will be checked for an incoming signal from a computer or video device.

Usage and the functions of the remote control

- If the projector does not receive an input signal from the connected device a message reading 'No signal' will be shown on the screen. If the signal is not available for more than 1 hour, the 'standby mode' will be activated.
- **Reactivation from the 'standby mode' is only possible with the use of the remote control.** Press the **red 'ON/STANDBY' button** at the upper right side of the remote control. The remote control itself can be switched on/off with a switch at the bottom of the front.
- The built in laser pointer is activated by pressing the **yellow button**.
- The 'AUTO SET' button will synchronize the projector image with the used presentation device. This function should be activated every time another device is used.
- Please, do not change any other internal settings of the beamer!
- The volume for the speakers is set by controlling the volume slider on your device (hard- and/or software). It can also be adjusted at the rear side of one of the speakers. In most cases this will not be necessary.

When finished the system has to be switched off!

Switch off procedure.

- Use the remote control and **press the red button twice**. The shut down procedure of the projector will be executed. You cannot restart the beamer in this phase.
- Turn off the main switch next to the projection screen. The indicator lamp above the switch must be off.
- Do not forget to switch off the remote control.
- The beamer is now busy with cooling down. This can take another 10 minutes before the projector has cooled down enough to switch off by itself. During this period the projector cannot be switched on again.

Technical assistance			
	Contact	Telephone	Room
Beamer	Gerd Klaas - Ad Verbunt	111 - 107	111 - 107
Software/network	Alex Dukers - Ad Verbunt	114/115 - 107	114/115 - 107