

**ST. DOMINIC
PROJECTOR
SYSTEM
INSTRUCTIONS**

GENERAL DIRECTIONS

1. Check out laptop and/or storage container and sign waiver from the Parish Office.
2. In Marcy Center 7, pull down the projector screen **all the way**. Make sure you pull gently and evenly. When putting the screen back up it is VERY important that the screen is rolled up at an even speed. DO NOT let go of the screen and cause it to snap up.
3. Check that you have all the cables you will need.
4. **Connect all cables before turning on any piece of equipment.**
5. Turn on the projector with the Hitachi remote, clicking the red POWER button. The projector lamp will light up and the POWER indicator will begin blinking green. When the power is completely on, the indicator will stop blinking and light in steady green. The HITACHI projector only needs to be turned on and off. All other settings are preset!
6. Turn on the laptop. DVD or VCR. The HITACHI projector will automatically scan and find the hardware you have connected to the convenience jack on the wall post
7. Run your presentation.
8. To turn off the projector, press the red POWER button on the remote. The message “**Power off?**” will appear on the screen for about 5 seconds. Press the red POWER button again while the message appears. The projector lamp will go off, and the POWER indicator will begin blinking in orange. Then the POWER indicator will stop blinking and light in steady orange when the lamp cooling is complete.
9. Turn off all hardware and disconnect all cables and return them to the storage container. Double check that all cables have been returned.
10. Return hardware to AV room or check back in the laptop and storage container.

Dell Inspiron 1100 Laptop Directions

1. Make all connections to the laptop before you turn it on.
2. Connect the power or AC adapter to the laptop in back. Plug the other end into the wall post electric outlet.

3. There are two ways to make a video (picture) connection. Using a monitor/video connector and cable, or using an “S” video connector and cable. (See picture below of the back view of the laptop.)

Your first choice should be the monitor/video connector if available. Connect the cable to the back of the laptop then connect the other end of the cable to the identical connector on the wall post convenience jack. Do the same if using an “S” video connector and cable.

4. To make a sound connection, plug the single-connector end of the mini-audio cable into the HEADPHONE connector on the laptop. Plug the double ends into an audio/sound cable (red/white indicated ends) and connect the other end, which has a ‘Y’ connector, into the single audio connector on the wall post microphone jack. You will need to make sure the Marcy Center sound system is on. The key to the audio/sound box is in the AV storage room. INPUT 5 controls the volume. **Computer sound will be louder than a DVD or VCR connection.**

5. Using the HITACHI remote click the red POWER button. The projector lamp will light up and the power indicator will begin blinking green. When the power is completely on, the indicator will stop blinking and light in steady green. The HITACHI projector only needs to be turned on and off. All other settings are preset!
6. Do not leave the projector on when it's unnecessary. The stated lamp (bulb) life is 2000 hours, but will most likely be less. Replacement lamps are expensive.
7. Turn on your laptop. The projector will automatically scan and find the laptop connections. If it does not, hold down the "FN" key on the bottom row of the keyboard and then hit the "F8" key on the top row of the keyboard to open the port.
Laptop user name: projector. Password: laptop
8. Run your presentation.
9. When you are finished, turn off the projector, press the red POWER button on the remote. The message "**Power off?**" will appear on the screen for about 5 seconds. Press the red POWER button again while the message appears. The projector lamp will go off, and the POWER indicator will begin blinking in orange. Then the POWER indicator will stop blinking and light in steady orange when the lamp cooling is complete.
10. When putting the screen back up it is VERY important that the screen is rolled up at an even speed. DO NOT let go of the screen and cause it to snap up.
11. Remove any files, folders or documents you created or saved on the laptop.
12. Shutdown the laptop.
13. .Disconnect all cables and return them to the storage container along with any remotes and manuals.. Double check that everything has been returned.
14. Check back in the storage container and the laptop to parish office.

DVD VIDEO PLAYER

SD-3950SU

1. Check out and sign a waiver for the storage container from the parish office.
2. Locate the black Tuffy AV cart in the Marcy Center AV storage room with the DVD player, a VCR and the projector case.

8. Turn on the DVD player either with the remote or on the front of the player. The projector will automatically scan and find the DVD player connections.
9. Play your DVD.
10. When you are finished, **turn off the projector by pressing the power button on the remote and verify by pressing the power button again within 3 seconds**. The lamp turns off and the LED blinks green for 1 minute while the fans continue to run to cool the lamp. When the lamp has cooled, the LED lights green and the fans stop.
11. When putting the screen back up it is VERY important that the screen is rolled up at an even speed. DO NOT let go of the screen and cause it to snap up.
12. Remove your DVD and turn off the DVD player.
13. Disconnect all cables and return them to the storage container along with all remote controls and manuals. Double check that everything has been returned.
14. Check back the storage container to the parish office.

VHS PLAYER (VCR)

Please see instructions for the DVD Player.

USB MEMORY STICK

1. The memory stick can be used to transfer a presentation you have created on your office computer to the projector laptop. Your office computer must have a USB port. It may be on the back of your computer.
2. Create your presentation.
3. Plug the memory stick into your office computer USB port.
4. While in your presentation, Click "File"
5. Click "Save As"
6. Click arrow on the right side of "Look In" screen.
7. Look for the drive called "Removable disk"
8. Highlight and click "Save"
9. **DO NOT REMOVE the memory stick while it is working.** Make sure it has finished transferring the data, **then** remove the USB memory stick.
10. Plug the memory stick to the USB port on the back of the laptop.
11. Plug in and power up the laptop.
12. Log in.
13. Go to "My Computer"
14. Look for and Click the drive called "Removable Disk"
15. Find your presentation and open.
16. When you have finished your presentation, delete your files and folders from the memory stick.
17. Close and exit all programs and screens. Shut down the laptop. Remove the memory stick from the laptop.