Hastings Projector Control Panel Overview

**TURN ON PROJECTOR**
Expect a 20-30 second wait for projector image to fully appear on screen

**SELECT A SOURCE**
“COMPUTER” for laptops or “DVD/VCR” to play a DVD or videotape

**TROUBLESHOOTING:**
If no picture appears from VCR/DVD:
Be sure the DVD or VCR option is selected on both the player & projector.

If no picture appears from a laptop computer:
Make sure you’ve selected correct input for your source (COMPUTER 1 or COMPUTER 2).

Most Windows laptops have a “FUNCTION” key above the numeric keys with “LCD/Monitor” or a picture of a monitor above it. Hold down the “FN” key and simultaneously press the LCD/Monitor Key. You may have to slowly toggle through the different options until the computer screen picture appears on the projection screen. Wait at least 10-15 seconds before toggling the button each time.

Apple: Select “Mirror” in the System Preferences “Displays” menu.

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**TO DISPLAY A LAPTOP COMPUTER:**
Connect laptop computer via provided cable

It is best to connect laptops before booting them up:
COMPUTER 1 input cable is located near Control Panel.
COMPUTER 2 input is located near door. Toggle the “Computer” button on the control panel to switch between inputs.

Note: Apple users must provide their own DVI-VGA adapter or miniDVI-VGA adapter. These adapters are provided with most Mac laptops. (The adapter is not provided with MacBooks—it must be purchased from Apple).

**TO PLAY A DVD OR VIDEO TAPE:**
Pull down front metal panel to access DVD/VCR player
On the “DVD/VCR CONTROLS” panel:
Push the “POWER” button
Push the “VCR/DVD” button to toggle between VCR & DVD

To operate the DVD player or VCR, use the buttons on the “DVD/VCR CONTROLS” panel, or a remote control for the DVD/VCR is stored behind the DVD/VCR.