

# Using the Auditorium EIKI LC-X85 Boardroom Projector and Sound System

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By following these steps, a presentation in the Auditorium will be visible to and heard by guests.

## **Projection Screen:**

1. Roll down the projection screen by holding the DOWN portion of the UP/DOWN switch located on stage right wall.

## **Black VGA Cable (between pipe and wall on stage left):**

2. Connect black VGA cable to laptop and insert 1/8" stereo connector into the headset jack on the side of the laptop (it must be fully inserted/flush with the side of the laptop).
  - If "Which device did you plug in?" pop up appears, select "Speaker Out".



3. Turn up the volume on the laptop and control the volume of the presentation from the laptop.

## **Projector Remote (on top of small, black box on stage left wall) and Projector (on wall next to the Sound Booth door):**

4. Switch On/All Off button on the bottom of the remote to On.
5. Turn on projector by standing in the middle aisle and using remote.

- Point the remote at the projector and push the red button on top left of the remote. o A blue light will shine on the projector when the projector has switched on. o It takes the projector about five (5) seconds to turn on.
- Click red button again to confirm Power On question.

***For presentations requiring sound. . .***

**Sound System (Big, black box on stage left wall):**

6. Turn on the Sound System by pushing the Main Power On/Off button located next to the words “System Power” on the System Control box (big, black box).
7. Turn the sound on AutoMix4 by pushing the Power button for Wireless4.

**Test the Presentation:**

- ***If the image does not project on the screen***, hold down the Fn key and tap the F8 key (F4 key on some laptops) once (twice, three, four times) until image appears on the screen as well as on the laptop monitor.
- ***If the image does not fit the screen***, do NOT adjust the projector, e.g., raising the legs, putting a book under it, etc. o Change the Resolution on the laptop to 1024 by 768 pixels (Start/Control Panel/Display/Settings).
- ***If sound does not work***, make sure that both the laptop sound as well as the media player sound is turned on and volume is set to the maximum level.

**After the Presentation:**

1. Turn off the Sound System by pushing the Off button next to the words “System Power” on the System Control box (big, black box) on stage left wall.
2. Turn off the Projector with the projector remote.
  - From the middle aisle, point the remote at the projector and push the red Standby button on top right of the remote.
  - Click red button again to confirm Power Off question.
3. Switch On/Off button on the bottom of the projector remote to All Off and put remote on top of small, black box on stage left wall.
4. Disconnect the VGA cable and stereo connector from the laptop, roll up the cable and put it between the pipe and the wall.
5. Raise the projection screen.
6. Return these directions to the clip on the small black box on stage left wall.

*For further assistance with the Auditorium Projector and Sound System, please contact Liz Bade (ext. 309), Brad Mosher (ext. 346), Margo Trentadue (ext. 325), Chris Czerniak (ext. 338), or John Wethall (Cell: 728-1193)*