Projection Guide

A quick guide to using the Vanderbilt Divinity School’s LCD Projectors
Introduction

This guide is intended to be a quick guide to setting up and using Vanderbilt Divinity School’s LCD projects. If you have any questions, or to schedule a walk through, please contact the Divinity School IT support representative.

It’s a good idea to look through the guide before the date of your event. If you find any missing or damaged equipment, please report it to IT support.

Also, please schedule the use of the projection equipment in advance to ensure that your event goes smoothly.

Items to consider

If you are planning your event, please consider the following questions.

Will you need to play music or sound?
If so, then make sure the room you are using has sound capability, or that you have provided or borrowed speakers and cables.

Will you need a laptop? Do you have the proper video cable to attach to the projector?
Macintosh laptops often need special video adapters for projectors. The adapters for attaching your laptop to a monitor will not work with the projector. If Divinity IT has provided a laptop to you, then it will work with the projector you have borrowed, although it is a good idea to do a dry run to make sure there are no issues.

Do you have a screen on which to project?
Often a large, white surface such as a wall or whiteboard will work, however a movie screen or similar will offer better results due to the reflective surface.

Do you have power available where you will be projecting?
The projectors are provided with a long 2-prong electrical extension and a 3 prong adapter, but make sure that there will be a power outlet near where you want to set-up the projector.

How far do you want the laptop or other source device to be from the projector?
The projector’s video cables are only about 5 feet long. Unless you have a longer video cable available, your source device cannot be farther away from the projector than this.

Inventory

You should have received:

1. An LCD projector and carrying bag
2. A VGA video cable
3. A DVI to VGA adapter
4. A power cable for the projector
5. An extension cord and 3 prong adapter
6. An Ethernet (network) cable
7. A USB cable (not often used)
8. An S-video cable (not often used)

If any of these parts are missing, please contact the Divinity IT staff immediately.
Quick Set-up Instructions

1. Set the projector on a level surface, pointing towards your projection screen (or wall).

2. Remove the lens cover.

3. Plug the power cable into the projector, and into an outlet or the extension cord.

4. Plug the supplied VGA cable into the Monitor-in port (blue) on the back of the unit. Do not use the Monitor-out (black) port unless you are attaching another monitor or projector.

5. Turn on the projector by pressing the power button on the top of the unit.

6. Wait until the DELL logo and “Searching for signal” is displayed.

7. Adjust the focus of the picture by adjusting the Focus Ring on the lens (twist).

8. If you need to enlarge the picture, slide the Zoom Tab (above the lens) as desired, then readjust focus.

9. Plug the other end of the VGA cable into your PC or laptop.

10. If your PC or laptop needs a DVI connector (the white adapter), plug the adapter into the VGA cable first, then plug it into the PC or laptop.

11. Some Macintosh laptops need special video adapters. If this is the case, plug your adapter into the VGA cable first, then plug it into the laptop.

12. Your PC or laptop should automatically detect the projector and adjust itself to match the resolution and begin to display your screen. If it does not, go into your display properties on your PC or laptop and change the screen size to 800 x 600. (See Troubleshooting section).

13. If using a Divinity IT supplied Dell laptop, and no picture is displayed on the projector, press and hold the “fn” key and hit “F8”. Repeat if the image does not appear within 3-5 seconds.

14. After turning off the projector, please let it cool down for 90 seconds to keep from damaging the bulb.
Troubleshooting

If you don’t get a picture, check your display settings. On Windows PCs, go to Control Panel, then Display (or Personalization for Vista systems). On a Macintosh, click the Apple Menu, then System Preferences, then Displays. Set the Screen Resolution (on either Windows or Mac) to 800 x 600 resolution and 60 Hz.

On Macintosh systems if you see a blank desktop with no icons or menu bar, then your computer is using the projector as a second monitor. Go to the Apple Menu, then System Preferences, then Displays, then click the Arrange (or Arrangement) tab. If “Mirror Displays” is not checked, then check it.

If the picture on the screen is not level, you can adjust the level of the projector in two ways. One, by pressing the button next to the lens in order to adjust the height. Two, by turning the round wheel under the projector to adjust the tilt. Make sure the projector and the screen are as parallel as possible.
Reference Diagrams

Main Unit
1. Control panel
2. Zoom tab
3. Focus ring
4. Lens
5. Elevator (height adjust) button
6. Remote control receiver

Connection Ports (back)
1. VGA in
2. VGA out
3. IR receiver
4. USB port
5. S-video
6. Composite video
7. Audio input

Control Panel
1. Power button
2. Four directional keys
3. Keystone adjustment
4. Temperature warning light
5. Lamp warning light
6. Resync
7. Menu
8. Keystone adjustment
9. Source

Remote Control
1. Indicator light
2. Power
3. Previous Page
4. Direction buttons
5. Source button
6. Resync
7. Keystone Correction
8. Volume control
9. Hide
10. Aspect ratio select
11. Menu
12. Next Page
13. Video mode