

To show a Computer-based Presentation in the Kresge Auditorium (in the Cate Center):

A) You must **reserve** the **Remote Control** and **Kresge Sound key**

from Media Services, in the Library (760-8444),
Monday – Thursday: 8:00 AM – 6:00 PM
Friday: 8:00 AM – 5:00 PM Friday
(Saturday & Sunday: *not staffed*)

B) **If necessary, lower the screen** at the front of the room

1. Use the “Kresge Sound” key to open the door to the Projection Booth at the back of the auditorium.
2. Find the large (Army green) audio cabinet in the Projection Booth.
3. In the corner behind the audio cabinet, mounted on a wall plate, are two switches.
4. One switch lowers a screen immediately in front of the audience seating, the other switch lowers the screen at the front of the auditorium.
5. Each switch has three positions – Up, Center (Inactive), and Down.
6. Lower the front-of-the-room screen to its full length.

C) **Connect your computer**

1. Make certain the **power supply for the interface box** is plugged into the electrical outlet located under the front row of fixed seating, in the center of the row.
[We strongly recommend that you use the AC power adapter with your computer!]
2. Connect the 15-pin **VGA cable** to the external monitor port on your computer.
Make certain the connector is oriented correctly!
(This connects the output of your computer to the projector, through the interface box.)

D) **Switch “ON” the ceiling-mounted projector**

1. Stand at the front of the room,
2. Point the NEC remote control directly at the ceiling-mounted projector, and
3. Press the “**ON**” button for 5 seconds.
4. **Wait 30 seconds** for the projector to attain full brightness.

E) **Select your signal source**

1. Point the NEC remote control at the ceiling-mounted projector, and
2. For computer presentations,
press the “**RGB 2**” button on the remote control until “**RGB 2**” appears on the projected display.

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F) Switch “ON” (“boot-up”) your computer.

You may immediately see computer images projected on the screen.

If not, allow the computer to complete the boot-up process, then activate the external monitor port on the computer.

To activate the external monitor port on your computer:
Press and hold down the “Fn” key (under the left “shift” key) and simultaneously press the “LCD/CRT” key (often the “F7” key).
Wait five seconds!
Repeat this procedure until you see the screen images projected and displayed on your laptop.

On some laptops, a dialogue box may appear on your laptop screen.

- Select the “LCD + Projection 1024 x 768” option, and press **Enter**.
- If a second dialogue box appears, press **Enter** again.

G) Control the lighting in the room

1. There are ON/OFF switches at the front and back of the room for the fluorescent lights.
2. There are dimmer switches in the Projection Booth for the incandescent light fixtures.

BEFORE LEAVING:

H) Switch “OFF” the ceiling-mounted projector

1. Stand at the front of the room,
2. Point the NEC remote control directly at the ceiling-mounted projector, and
3. Press the “OFF” button for 5 seconds
until you see a gray bar appear on the bottom of the projected image.

(The projection lamp will go dark, but the cooling fan will continue to run for approx. 90 sec.)

I) *Remember* to lock the Projection Booth door.

...and please,

***Return the remote and key
to the Library.***

A note about MICROPHONES:

Unless you have practical experience setting microphones and mixing sound levels, **do not** attempt to add microphones to the Kresge Auditorium sound system!

Microphones must be requested through the
Campus Events office (760-8533)
during regular business hours.