



## Using the Workstation to Project

### 1. Turn on Overhead or Computer:

- Start by pushing the power button on the overhead.

### 2. Check Switch:

- Above the computer tower should be a box with a single switch on it.
- The switch has two directions Computer/Video and Overhead.
  - i. Set the switch according to what you are using.

### 3. Turn on Projector:

- Using the remote and pointing it toward the overhead projector, not toward the screen, push and hold the ON button.
  - i. It should take a moment to turn on.
- You should release the button when you hear the cooling fan turn on and/or see a light emitting from the lens on the projector.

### 4. Change Input:

- Tune the project for the input by pushing either the RGB, RGB1, or RGB2 buttons.
  - i. You will know which setting is correct when the projector begins displaying whatever is sitting on the overhead and/or what the computer is showing.
    - *The classrooms at UNCG are all set up slightly different including different remotes, so you will need to adjust accordingly.*

### 5. Use Overhead or Computer Controls:

- Overhead Controls to Know
  - i. The lamp button will cycle the source of the light from the moveable lamps to adjust for solid vs. transparent objects.
  - ii. The focus and zoom buttons may also be of use.
- Computer Controls to Know
  - i. Pull up any necessary DVDs, PowerPoint presentations, websites, etc.

#### **6. Turn Off:**

- When you have finished, make sure to turn off the projector, overhead and/or the computer!

#### **Other Notes**

- ⊙ You can easily change from computer/video to the overhead by changing the switch on top of the computer.
- ⊙ Many of the remotes have a laser pointer labeled LASER.
- ⊙ Most remotes have a button called PIC MUTE. This button will mute/pause/turn off the image being displayed by the projector without turning off the projector. There are many uses for this button, including muting the image until you reach the part of your presentation where your visual aid becomes pertinent.