

# Presentation Classroom Instructions – Morrison Hall 107

Instructions available online at [www.baylor.edu/astc/instructions](http://www.baylor.edu/astc/instructions)

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Morrison Hall 107 is equipped with a projector, screen, computer, and connections for a laptop.

## Getting Started

1. Press the DOWN button on the screen control switch to lower the screen.
2. Point the Sharp remote control at the projector and press the ON button.

## Computer

1. If the computer is turned off, press the power button on the CPU.
2. Press the CTRL-ALT-DELETE keys simultaneously to log in.
3. Enter your BearID and password.
4. If the computer image does not appear on the screen:
  - Press COMPUTER 1 on the projector remote.
5. Adjust volume using the VOL + / - buttons on the projector remote.

## Laptop

1. Power on the laptop.
2. Connect the VGA (video), audio, and network cables stored on the console to your laptop.  
When a laptop is connected, it will appear instead of the desktop computer.
3. If the laptop image does not appear on the screen:
  - Press COMPUTER 1 on the projector remote.
  - If using a Dell laptop, simultaneously press the FN and F8 keys to cycle through the laptop display settings.
4. Adjust volume using the VOL + / - buttons on the projector remote.

## To Shut Down the System

1. Press the STANDBY button on the projector remote twice to turn off the projector.
2. Log off the computer.
3. Press the UP button on the screen control to raise the screen.
4. Lock the front door on the console.

