



Scan code for more info

NEED HELP? - USER GUIDE

BLOOMBERG HALL

For **HELP** during academic classes, Mon.- Fri. 8am - 8pm
call 410-516-6699

For all other events, support is only available if scheduled in advance by calling 410-516-8303

For all Facilities related needs, please contact Plant Operations at 6-8063 or submit a work request at <http://www.fm.jhu.edu>

1. TURN THE SYSTEM ON

Press the ON button to power up the system and turn on the projector.

The button will flash while the projector is warming up. The button will remain steadily lit when the projector is ready to use.

2. SELECT INPUT

Make sure that the TOP button is selected. This input is for every source; VGA or HDMI laptop. A VCR/DVD/BluRay player may be requested in advance.

The second button is used to mute the projector and audio for times when you do not wish to project your source. The third button is 'Auto Image' to automatically adjust the image.



3. USE EQUIPMENT

VGA Laptop: find the VGA cable at the wall plate and connect it to your laptop.

HDMI Laptop: You will need to connect your own HDMI cable to the wall plate and your laptop.

For laptops the optimum resolution is **1280x800**.

For more in depth instruction on using the system scan the QR code above or head to <http://www.jhu.edu/classrooms>

HELP— During business hours, when all else fails, call 410-516-6699 and a technician will arrive in 5-10 minutes.

4. TURN THE SYSTEM OFF

When you are finished, please press the OFF button to turn off the system and projector. The button will flash while the projector is powering down. You will not be able to turn the projector back on during this cycle.

Be sure that you have reconnected any cables you may have disconnected, ejected any media you may have used and take with you your laptop/accessories.

The technology in this room is supported by Classroom/Audiovisual Technology Support (CATS).
We welcome your ideas. Please contact us at www.jhu.edu/classrooms/feedback.html