Tech Tips
Northern Region University 2014

To Display Computer: Log onto the computer using UM account credentials (pick these up before your class- NRU office: Gallagher 119). Make sure your application (PowerPoint, Web etc.) is running properly before you turn on the projector. All computers have DVD drives and some classrooms have combo VCR/DVD players.

Turn on the projector by elevating the remote control above your head and pointing it straight at the projector lens. Then press and hold the “On” button for at least four seconds. **It takes several seconds for the projector to warm up - you will not see an image on the screen immediately.**

Tell the projector that you want it to display the computer, not the VCR. If the computer doesn’t appear on the screen after turning the projector on, press and hold the “Computer or Computer 1 or 2” buttons on the remote for at least 3 seconds.

To Play a Tape in the VCR: Turn on the VCR and insert your tape. Make sure the audio receiver/amp is on and that you have pressed the button labeled “VCR.” Turn on the projector by elevating the remote control above your head and pointing it straight at the projector lens. Then press and hold the “On” button for at least four seconds. **It takes several seconds for the projector to warm up - you will not see an image on the screen immediately.**

Tell the projector that you want it to display the VCR, not the computer. If the video from your tape doesn’t show up on your screen, press and hold the “Video or Video 1 or 2” button on your remote for at least 3 seconds.

**Rooms 108, 202, 205, and 222 have a different audio system:** In these rooms, there are separate speakers located in or on the instructor table. These speakers have separate volume knobs for VCR and computer signals (Line 1 and 2). In room 108, you use the volume control on the computer itself. Click on the speaker icon in the lower right part of the screen to access this control.

**Rooms 225 and 226** have buttons on a podium to control the A/V system. These are clearly labeled.

When finished, make sure you log off the computer (but do not shut it down) and turn off the projector. Point the remote at the projector and hold down the “Off” button **for several seconds** until the projector turns off.

The projector bulbs in these classrooms cost over $500 each. Please help us to improve the service and reliability of these systems - don’t forget to turn off the projector when you leave.
For Immediate Assistance: Call the Faculty help desk at 243-4282. Controls to raise/lower the screen and adjust lighting are on the walls. Trouble shooting tips are on the back of this document.

Solutions to Common Technology Problems

Problem: I can’t get the projector to come on.
Solution: There are two remote controls - make sure you are using the right one. The remote for the projector has a label on it with the name of the room (119, for example). The other remote is for the VCR. Make sure you elevate the remote and point it straight at the lens. Make sure you don’t just press the “power” button quickly. Hold that button down for at least four seconds. Make sure you wait long enough for the projector to warm up before deciding that is not in fact on and repeating the process (8-12 seconds). Finally, you may stand behind the projector and repeat the same process, aiming at the back of the projector. For some reason, the remote sensors on the back of the projectors work better than the ones in front.

Problem: I can’t log onto the computer.
Solution: Make sure that you are using the correct user name and password. Check that the network cable is plugged into the Cat 5 (looks like a telephone plug but wider) connector on the wall near the screen.

Problem: I can’t get the speaker to work.
Solution: Make sure the unit is powered on. Make sure that the speaker buttons - labeled “A” and “B” are set as follows: “A” on (or depressed) and “B” off or not depressed. You also have to have the correct input selected for either “Computer” or “VCR.” This is done by pressing the buttons along a row near the bottom of the unit that are clearly labeled. Make sure the volume knob is turned up to at least the 10 o’clock position. For rooms 202, 205 and 222 make sure the power button on the main speaker is on and that the small light is on and glowing green.

The controls to lower/raise the screen and adjust lighting are located on the front and side walls of the classrooms.

For further assistance either stop by the NRU office (room 119), contact the Faculty Help Desk at 243-4282, or contact Jeff Meese at 406-544-2245