Cartwright Hall Projector Instructions

Please **TEST** your projector and internet access **WELL BEFORE** your class.
Trinity IT staff are <u>not</u> on standby for immediate or in-class support, though problems with the projectors or LAN jacks should be reported to them at 416-978-2522 ext 84715 or ITstaff@trinity.utoronto.ca.

There is no remote control to use with the projector.
Locate the black Projector Controller box and cables in the wooden enclosure to the left of the stage.
The power screen and room light controls are also in the wooden enclosure.
Press the down or up arrow switch to lower or raise the screen. It will stop automatically.

Projector Controller buttons and dial:

    Power On - turns the projector and controller lights on
            - the projector should beep and
              blink a green light as it warms up
    Power Off - turns the projector and controller lights off
            - the projector will go to standby
             (yellow light unless warming up)
    Volume Dial - controls projector volume

HDMI: HDMI adapter: VGA:

Follow this sequence to connect to the projector:

    <u>If your laptop does not have an HDMI port, borrow the VGA converter
    from the Trinity Welcome Desk.</u> You will need to leave your ID
    with the Welcome Desk while using the VGA converter.

1. <u>Turn the projector **OFF**</u> (using the black controller panel) if it is not already off.
2. If you use the VGA converter, connect its VGA and audio cables to your laptop, and connect its microUSB port to the microUSB cable from the wooden cable enclosure.
   If using HDMI from your laptop, you may also need to set its audio playback device to HDMI or Epson.
3. <u>Connect the HDMI cable from the cable enclosure to your laptop or to the VGA converter if using VGA.</u>
4. <u>Turn your laptop/device on</u> and make it send video to the video cable you connected.
5. <u>After at least 10 seconds off, turn the projector back **ON**</u>. Note that the projector *may take a few minutes* to initialize and detect your connection.

Troubleshooting:

The preceding 5-step sequence will *usually* work, with the projector detecting the connection as it initializes.
If, however, after a couple of minutes you still only see "**No signal**" (on the bottom left of a projected blue background), then your device is not sending a video signal to the attached video cable or converter.

    (A) If the video source shown is not the same as the type of cable you have connected (e.g., if "Source: Computer" appears even though you have an HDMI cable attached), then restart the projector (**Power Off** and then **Power On**, while leaving your laptop/device on).

(B) If the video source shown is correct (same type as the cable you have attached), it means your device is not sending video. Two methods of making your device send video to the connected cable are:

1. **Automatic**: by powering your device off and on (while leaving the projector on).
2. **Manual**: by changing your device's video settings. While this procedure varies depending on your hardware and operating system, one of these should work:

Windows devices:

(A) Hold down the *Windows button* and press the **P** key to open the following menu:
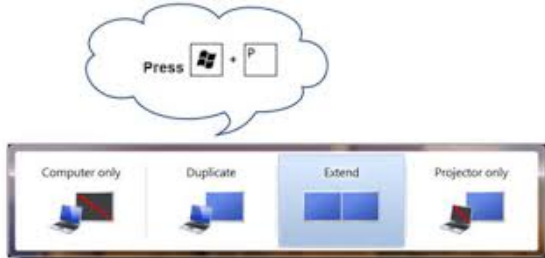
...and select the preferred option.

(B) Some Windows laptops have external display function keys. Hold down the FUNCTION key:

and simultaneously press one of the following keys to toggle:

*(**F** keys for external display vary by device.)*

(C) Alternately, you can set the video to output to the projector under Windows **Graphic Options.** Right-click on your desktop, select **Output To** or **Screen Resolution** and then select one of the two options under **Clone Displays** or **Extended Desktop**.
(D) If using HDMI, you may need to right click the bottom right sound or speaker icon and select **HMDI** or **Epson** from the **Playback devices** menu.

Mac devices:
   i.   Click on the **Apple Menu** in the top left corner of your screen
   ii. Select **System Preferences** from the drop-down menu
   iii. Select the **Displays** icon
   iv. When the Displays window appears, click the **Detect Displays** button
   v.   If using HDMI, you may also need to select **Sound** – Play Sound Effects through – **HDMI**

At this point your Mac and projector should be synchronized. If not, try the following:
   • When the **Displays** window appears, select the **Arrangement** tab within the menu bar (if there is no Arrange button, your computer doesn't detect the second display). Follow the onscreen instructions. Use the same settings for both displays.
   • Check the **Mirror Displays** box in the lower left-hand corner of the window (Note: After checking this box, wait several seconds. Once the displays are mirrored, you should see the same image on both your projector and computer.)

If you hear **buzzing** coming from the projector, reduce the audio signal to it using the **Volume Dial** on the controller and then increase the volume output on your computer to compensate.

Internet access in Trinity classrooms (*wifi* and *LAN* networks)

You can use the **UofT** wifi network (using your UTORid) in all Trinity College classrooms for internet access for your device, but the projector cable enclosures also include a standard (RJ45) network cable for internet access for your device (the LAN provides higher bandwidth connection and is more stable than wifi). If you use either the network cable or the data jack under the blackboard (with your own patch cord), select **automatic DHCP** in your device's LAN settings (there is no need to enter IP numbers).

To use the wifi network at Trinity College (or anywhere on the U of T campuses), **you must have a UTORid and password** (provided to registered UofT students and Faculty or their guests).

To access the wifi, look at your device's list of available wireless nodes and select **UofT** (or "eduroam" if you are visiting from another institution with eduroam). Then enter your UTORid and password.

If you are unable to login, check whether your UTORid has been **verified** for wifi access at:
https://www.utorid.utoronto.ca/cgi-bin/utorid/info.pl

If you have other problems, see the detailed instructions listed at:
https:// onesearch.library.utoronto.ca/ic-faq-categories/uoft-wireless-network
This includes details for connecting various operating systems and hardware such as mobile phones.

UTORid holders are allowed to generate free 5-day guest passes for others. See
https://www.utorid.utoronto.ca/cgi-bin/utorid/sponsor.pl
for details. Note that you assume responsibility for usage on guest passes that you generate.

Note that the U of T may disable your access if file sharing copyrighted data (such as movies) or other violations are traced to your computer or account. There is a complete list of rules at
https://www.provost.utoronto.ca/planning-policy/information-communication-technology-appropriate-use. You are expected to read the policies to ensure that you are aware of the regulations, and you are legally responsible for all traffic and content linked to your UTORid, including traffic resulting from guest passes you generate.

The Robarts Library Help Desk (**416-978-HELP**) provides free support for all wireless issues (including support for guest pass users).

Trinity College IT staff are *not* tasked with helping wifi users with wireless issues, and are not able to check if your account has been validated or suspended. Please contact the Robarts Help Desk if you need wifi assistance.

Information and Technology Services, Trinity College