

Trinity College Classroom Projector Instructions

Please **TEST** your projector and internet access **WELL BEFORE** your class.

Trinity IT staff are not 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 near the screen.

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)

Display Off - mutes audio and video display

Display On - resumes audio and video display

Volume Dial - controls projector volume



HDMI:



HDMI adapter:



VGA:

Follow this sequence to connect to the projector:

1. Turn the projector **OFF** (using the black controller panel) if it is not already off.
2. Connect your laptop/device to either the HDMI or the VGA video cable from the cable enclosure.
3. If you use the VGA cable and need sound, connect the audio cable (with the 1/8" stereo plug) to your device's audio jack.
4. Turn your laptop/device on and make it send video to the video cable you connected.
5. After at least 10 seconds off, turn the projector back **ON**. Note that the projector *may take a few minutes* to initialize and detect your connection.

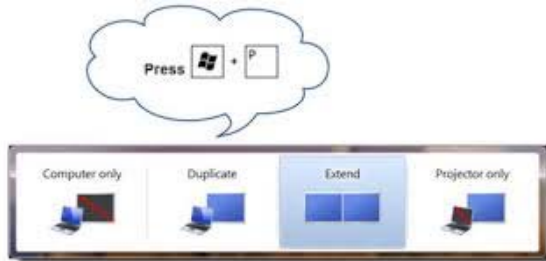
Troubleshooting:

The preceding 5-step sequence will *usually* work, with the projector detecting the connection type (VGA or HDMI) 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, below either "Source: HDMI" or "Source: Computer" [for VGA connections]), then either the projector is defaulting to the last (and wrong) cable type, or your device is not sending a video signal to the attached video cable.

- (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:

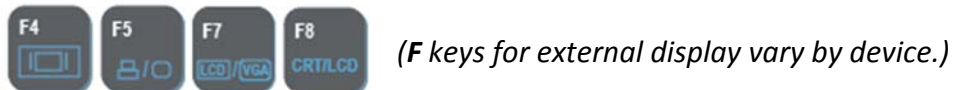
(A) Hold down the *Windows button* and press the **P** key to open the following menu:



...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:



(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**.

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.

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.