

Using a Portable Projector

Caveat:

- The A/V storage cabinet is kept locked. Keys are held by the Principal, Cheryl, the Office, RPC and Tech. Please make sure that any equipment you use is put back from where it was stored.
- Please set-up and test the equipment before your class to ensure minimal disruption and delay.
- If you encounter operational issues, please make the Tech Committee aware of them as soon as possible.

Projectors

There are four (4) portable projectors available for use. They are as follows:

Optoma TX551
(inside the RPC rolling suitcase)



Optoma EP712



Zoom and focus adjustments are made through the lens

EPSON EMP-S1



INFocus LP280



Although the projectors are different, their set-up and operation is the same. You will need to use/set up these components:

1. a portable screen,
2. a laptop/mactop and the appropriate a/v cable,
3. a projector (a rolling a/v cart if needed),

4. an extension cord
5. a power strip
6. optionally, an external, satellite speaker- [Click here for details.](#)

All the above are located within [the A/V cabinet.](#)

There are three projector screens available for use (2 portable screens in A/V cabinet and 1 hanging along the wall from the ceiling in the Getz Tech Center). You will also need a cable to connect a laptop to a projector's VGA connection. We have 3 types of connector cables for this. Please see [Connections](#) for details.

- An HDMI-to-VGA cable for newer, thin laptops (e.g., Classroom laptops)
- A VGA-to-VGA cable for older laptops (e.g., RPC laptop)
- A cable to connect a Mac to a projector

How to Set-Up and Use

The procedures to use these 4 projectors are the same:

To preserve bulb life it is recommended to turn on the projector shortly before the presentation is to begin.

1. Setup the projector approximately 10-15 feet from the screen.
2. Plug an extension cord into a wall outlet and then into a power strip.
3. Plug the projector's power cord into the power strip. The power cord and VGA cable are stored in the front pocket of the particular projector case that you are using. The lone exception is the mac-to-vga cable. This is stored in the box named Misc Cables.
4. Connect the power cord from your laptop/mac into the power strip. This ensures that your device will not run out of battery power during your presentation.
5. Attach the VGA end of the appropriate cable to the **blue VGA** connector in the back of the projector (shown below). There may be more than one **blue VGA** connector such as the one shown. If there are two, use the VGA1 connection first.



6. Attach the other end of the appropriate cable to the laptop/mac. Please see [Connections](#) for details. Make sure that the file/website that you want to present is already displayed on the laptop screen.
 - a. Web content can be accessed via our wifi network. On your device, look for a wireless connection named shalom. To connect to it, use the password shalomshalom.
7. To turn the projector **ON**, press the power button on top of projector. In a short amount of time the display should be presented on the portable screen. It may take a while for the image to stabilize.

If the image is only present on the laptop but not on the projector, recheck the cable connections.
Note: sometimes, you will need to tell your windows laptop to connect to a projector. This doesn't seem to be an issue with mactops. Open the Start menu (lower left) and search for projector. You should see an option "Connect to a Projector". Click on it and choose the 2nd screen option (from the left). It may say "Duplicate". The image on your monitor should now appear through the projector.

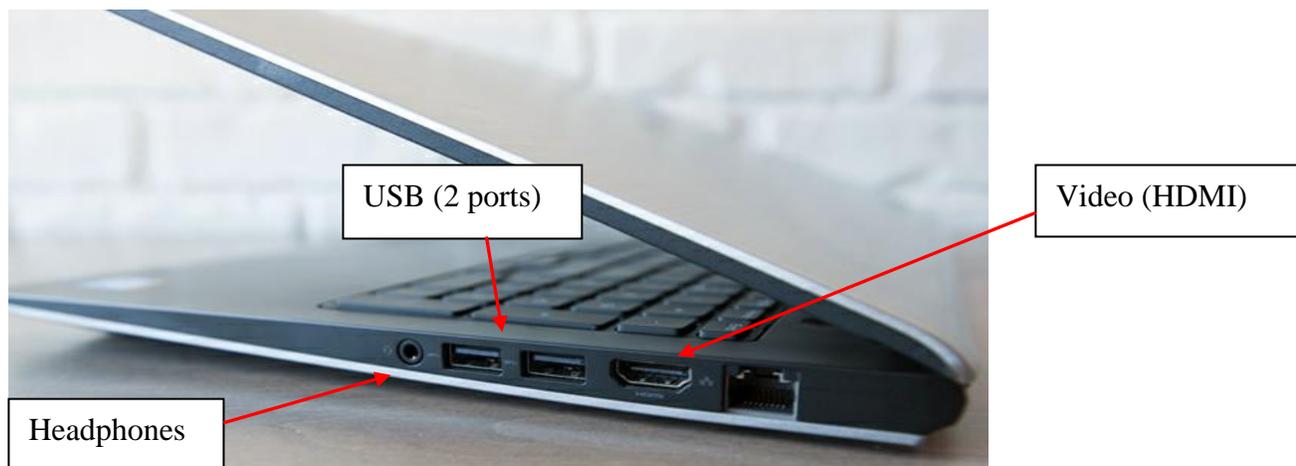
8. Now, you will need to adjust the **zoom** and **focus** to adjust the image size to make the image clear. Turn the lens adjustments until you have the image size and focus set. Adjust the foot-screw(s) on the bottom of the projector (or use a thin book) to raise the angle of projection if needed.
9. Run/display your presentation and whatever is displayed on your monitor will be displayed via the projector.
10. To turn the projector OFF, press the power button TWICE in quick succession. Wait until the fans stop blowing. Unplugging the projector before the fans stop will not allow the unit to properly cool off and may affect the lamp life.
11. Disconnect all cables and power cords and put them back.

PC (Windows) & Mac – connections

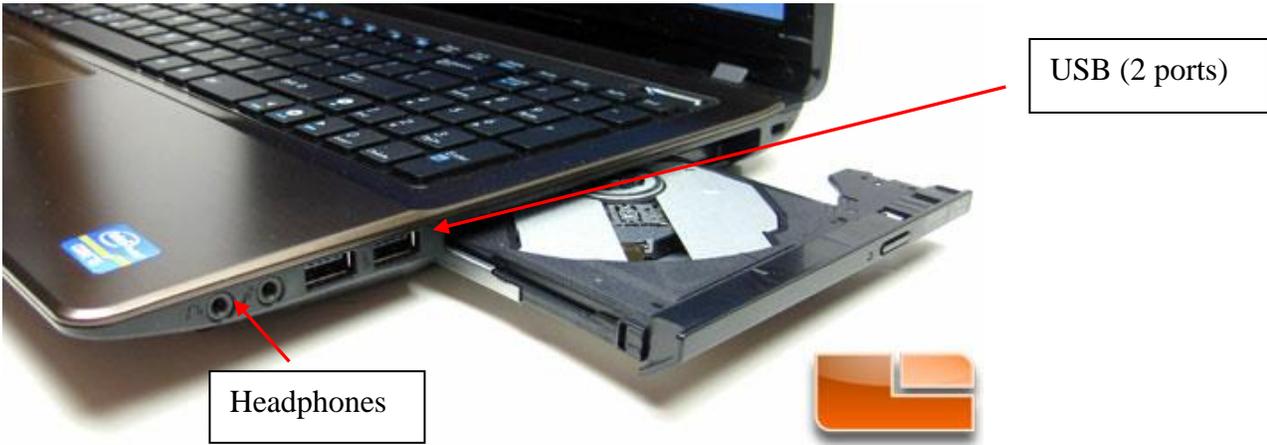
PC Laptops

There are 2 basic types of PC laptops: a "standard" and a "thin" model. Standard models will have a vga-port while the newer, thin models only have an hdmi-port. Some models will have both video ports. Either the VGA or HDMI video ports on a PC can be used to connect to a projector using the appropriate cable.

Below is a side-view of a "thin" laptop (Classroom laptops) showing the ports.



Below is a side-view of a "thick" laptop (RPC ASUS) showing the ports on the right side.



Below is a side-view of a “thick” laptop (RPC ASUS) showing the ports on the left side.



Below are the two laptop video cables



Macs

Macs have their own proprietary video port and cabling. Depending on the model, the port is named either ThunderBolt or Mini-Display. The vga/video cable for Macs is stored in the Misc Cables box within the A/V cabinet (on the top shelf – right side).

1. Connect the mini-plug into the video port on the Mac
2. Connect the vga connector to a vga port of the projector

Below is a side-view of Macs showing the video port.



Below is the Mac cable



Using Satellite speakers

The internal speakers on a laptop and mac are not designed to fill a room. If you have a need for people to clearly hear sound from a video, music or presentation, you will want to connect an external speaker to your device. We have 2 external speaker-pairs to fill this need. They are in white boxes atop the A/V cabinet. Both connect to a USB connection on a laptop or mac.

Laptop

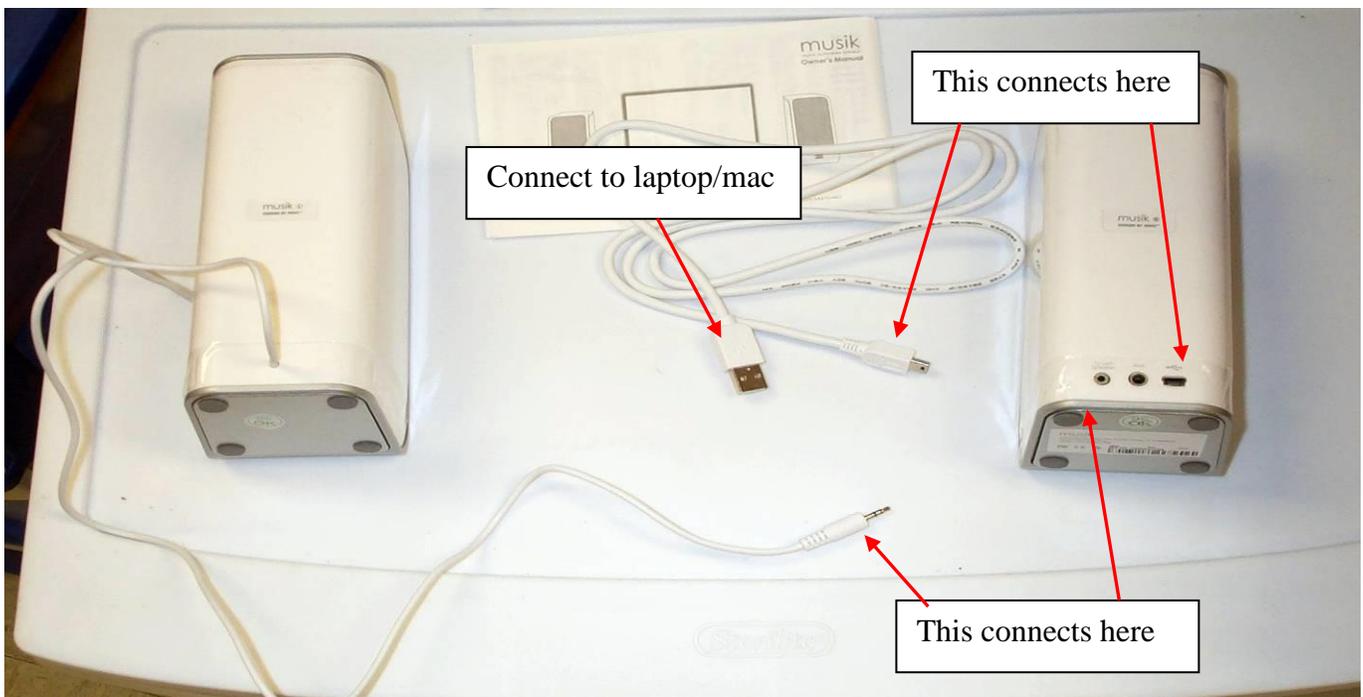


Mac



USB

Below is a picture of a speaker pair with its cables. One speaker has a cable permanently attached to its rear. This cable is connected into the other speaker. The other speaker has a cable which connects the speakers to your device. The small plug connects into the speaker while the larger end connects to a USB port. ***Power from your device is also powering the speakers. So, it is highly recommended that you plug your device into an electrical outlet or power strip to prevent draining the battery.***



1. Remove the speakers & cables from its box.
2. Connect the speakers to each other.
3. Connect the cable to the rear of the main speaker and to your device's USB port.
4. Play some sound or music on your device and adjust the speaker level until you are satisfied with the sound level coming from the speakers.
5. When finished, put the speakers & cables back into its box.

A/V Cabinet

