Because of limitations in classroom infrastructure, it is sometimes difficult to install classroom technology that meets the projection-capable classroom standard. To bring these rooms as close to the standard as possible, a laptop projection cart has been installed. These classrooms are:

- Peik Gym G55 and G65
- Amundson 116
Instructions for Using the Laptop Cart:

1) Using System Controls

1. Turning on the system
   • Press the Laptop button to turn on the system.
   • A button will blink while the system warms up. Warm-up may last up to three minutes.

2. Audio controls
   The audio controls correspond to any device that uses the audio cord from the instructor’s panel.

3. Mute
   • To mute audio, press the audio mute button.
   • To mute audio and video, press the video or image mute button.
   • To unmute, press the button again.

4. Auto shutdown
   • The system will automatically shut down after four hours without a system selection.
   • To ensure the auto shutdown feature does not interrupt your class, press the laptop button at the start of class.

5. Turning off the system
   • To turn off the system, press the system power button. The system may require three minutes to turn off.
   • If you plan to use the system again during class, use “video mute” instead of turning off the system.

2) Connecting a Laptop

1. Cables are kept in the drawer of the instructor station. Connect the VGA (or HDMI, if available) cable to the laptop. To connect to an Apple computer you will need an adapter. (OCM does not provide these adapters, but you can purchase them in the U of M bookstore.)

2. To project audio through system speakers, connect the audio cord into the headphone jack of your laptop.

3. Press the “Laptop” button on the control panel. When the button stops blinking, start the laptop.

Tips:
If the laptop image does not appear, activate the computer’s external display.

• To activate external display on an Apple computer, open “System Preferences,” click “Displays,” then click “Detect Displays.”

• To activate external display on a Windows computer, press and hold the Function (Fn) key while pressing down the secondary key appropriate to your computer.

Acer or Aspire: Fn+F5
Asus eee mini: Fn+F8
Dell: Fn+F8
Gateway: Fn+F3
HP or Compaq: Fn+F4
HP Mini: Fn+F2
Lenovo (IBM): Fn+F7
Sony Vaio: Fn+F7
Toshiba: Fn+F5

If you experience any problems using the laptop projection cart, call the Classroom Support Hotline 612-625-1086 or email ocmhelp@umn.edu.