

## Bronx Community College Office of Instructional Technology FACULTY CLASSROOM TECHNOLOGY USER GUIDE

The following instructions are provided to aid you in your use of installed overhead projectors.

If you plan to use an installed overhead projector the following instructions apply to all classrooms containing such devices. Note that certain rooms have slightly different configurations.

First, proceed to the podium or desk where you should find 4 items\*:

1. Power strip
2. Audio connection
3. VGA (projector) cable connection
4. Remote control for projector  
(the remote is attached to sliding keyboard shelf or under the desk in the room)



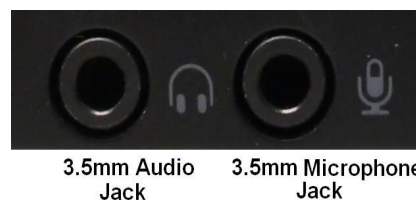
*\*Should any of these items be missing from the classroom please notify OIT immediately.*

2- Plug your laptop's power supply into the power strip (Optional ONLY if you know your laptop's battery is fully charged and lasts at least 2 hrs, but if you are not sure, we recommend you connect it to the power supply).

3- Connect the VGA cable to your laptop.



4- Connect the audio cable if you require sound for your presentation/lecture. (Note that if you have 3 Jacks and no symbol, the green circle one is the Audio)



Finally, use the projector remote control to power up the projector.



**PLEASE NOTE:** It takes a few moments for the projector to display its default white screen once powered on, and then several seconds more for the projector to identify your laptop and then display your desktop image.

**If the unit is malfunctioning (no power, no image, distorted image, etc.), please call Jose Lai of OIT at 718.289.5471 from your personal phone or dial Ext. 5471 from a BCC Phone.**