

English Building Equipment

1) Compatibility Issues

The PowerPoint Projectors do not function well with McIntosh Equipment.

If you plan to use a McIntosh or you plan to ask students to use their own laptops you should test the exact laptop with the exact projector well in advance of any deadlines.

Occasionally we have difficulties with the equipment recognizing certain flash drives. You should test them before deadlines if you plan to use them.

2) Podium Computers

a) Confirm that the switchbox on the podium is set to the podium computer. On most podiums this is the position pointing down.

b) Open the podium and turn on the computer just like you would any desktop.

c) Log into the computer using your own ERAIDER ID and your personal password.

d) Turn on the PowerPoint Projector

*If this does not sync with the computer, try reversing which one you turn on first.

e) When you leave turn off the projector and logoff or turn off the computer.

Leaving the projector on will burn out the very expensive bulbs.

Leaving the computer logged in will put you at risk.

3) Laptop Computers – All laptops should be tested with the equipment prior to class.

a) Confirm that the switchbox on the podium is set to the laptop position.

b) Attach the podium AV cords to your laptop

c) Turn on your laptop

d) Turn on the projector

e) If they are not communicating it is probably because your laptop requires you activate the audio-visual output with a specific function key. This varies from laptop to laptop, but often it is FN + F8, held down together with FN pressed down first. Check your laptops manual if this doesn't work.

4) Student Presentations

The safest way to handle student presentations on the equipment is to have the students put the presentations on CD's or flash drives. Even then, if a student uses a McIntosh to prepare a presentation the computer and projector may not recognize the visuals properly. For this reason, professors are encouraged to have students test the equipment before deadlines.

5) Issues with the Remote

Some rooms in English have interference that affects the remote control. Generally you can solve this by moving to the left or right of where you are standing and trying a different angle.

If that doesn't work, the button to turn on the projector is on the bottom as you look up at it, and your laptop controls will handle most other functions.

6) Occasional Projector Issue

Occasionally you'll do everything right and the projector will not seem to function. Try flipping the switchbox back and forth a few times.

If you turn off the projector lamp it requires you wait almost 5 minutes to restart it.