

FLB 1080, Lucy Ellis Lounge: Equipment Guide

Need help? Check out the instructions in this guide.

- If this doesn't resolve your problem, for immediate help go to room G8 FLB.
- **Software:** To request software or report non-emergency problems go to: <http://www.atlas.illinois.edu/services/rooms/> & click on the software link.

Using the Computer

Login: Use your AD password & make sure the third line of the login box says UIUC.

Unlocking your password: When logging in, if you get a pop up message that you have been locked out, then you locked your AD account by trying the wrong password several times in a row, which also blocks logging in with your net id password:

- Have someone log into a computer for you, or visit G8 FLB for help.
- Go to: <http://www.ad.uiuc.edu/accounts.aspx> & log in with your Net ID password. If you do not know this password, see a CITES registrar in 1211 DCL. *Take photo id.*
- Unlock or create a password. It should work immediately

Using the Projector

NOTES: Please turn the projector off when you're done or it will overheat & shut down for the day. Press the power button & then turn off the remote.

Step 1: Press the power button to turn on the projector (it takes a minute to warm up).

Step 2: You'll see a blue screen that says "no signal."

If the projector just gives a blue screen, press the **COMPUTER** button until you see the words **Computer 3** in the lower left corner.

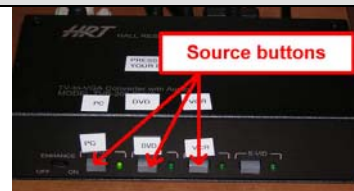


Choosing a Video Source

VCR or DVD player:

Turn on the VCR or DVD player & push the corresponding button on the switchbox.

Computer or Laptop: Push the PC button



Computer or Laptop:

You will also need to make sure the other switchbox is set to **1** if you want the desktop computer or **2** if you want to use a laptop.



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Audio Control: Computer, VCR & DVD player

- Use the amplifier in the AV cabinet to control the volume level.
- Only the knobs to control the volume level.
- Flip the switch to turn power on/off.
- **Problems?** Make sure you did not mute the computer volume.



Audio Control: Microphone

Microphone: Flip the switch to ON & use the volume knob.



Using Your Laptop

- **Little immediate help is available for laptops.** If it does not work, we recommend using the desktop computer for which help is immediately available.
- **SUPPORT:** Laptops should be tested in advance to get more involved assistance.

Connecting your laptop

- You can hook your laptop up using the VGA & audio cables provided.
- Be sure to press the **PC** button on the video switchbox & set the other box to **2** to get the laptop rather than the PC. (See image above.)



NETWORKING

- You can use the network cable at the instructor station.
- Wireless networking is also available. For instructions on configuring your laptop for CITES wireless service, log into the desk computer & go to:
<http://www.cites.uiuc.edu/wireless/>

Laptop not displaying to the projector?

You may need to select an external monitor to get your laptop to send signal out. It should be one of the function buttons & may have an icon on it that looks like a monitor or consists of 1 or 2 boxes.