**Guide to Using the Projectors in the Social Science Matrix Meeting Rooms**

This document was produced for groups who are using space at Social Science Matrix and want to use the slide projectors. Please note that Matrix has two spaces: the large conference room, and the smaller seminar room. Both these rooms have projectors.

**Matrix Conference Room**

### Setting up a Projector

The Matrix Conference Room is our largest space for events, workshops, and other presentations. It has ceiling-mounted projector that can be used to project media from a computer connected to a floor-based outlet.

1. Locate the floor-based outlet near the lectern (at the front of the room close to the entrance door on your right as you come in).

2. At the lectern, the cord from the floor should be connected from underneath. Connect your computer on the top of the lectern using the black cord that runs from the box shown here.
3. The Matrix projector is controlled through a touch-screen panel located on the west wall of the room, also near the right entrance door. Find this panel, then **press the “System On” button**, which will turn on the AV system.

4. This page will appear after you hit “System On”. This is a warm up period for the projector. You will notice the screen descending from the ceiling.
5. Once the projector has gone through its warm-up cycle, you’ll see this information page. Note the “laptop” button on the bottom left. Press this button.

6. At this point, the image from your laptop should be displayed through the projection system. If not, check the cable (HDMI/VGA) between your laptop and the computer interface in the floor box.

If you are still having issues, make sure that you have correctly set the video output on your laptop. If you have a PC, right click on your desktop and choose “Display settings.” From there, you can verify that your computer is set to display its screen on a wireless display. For Macs, this step should happen automatically. If you continue to have issues connecting your laptop to the projector, please contact campus EST for support.

**TROUBLESHOOTING AUDIO**

Want to run audio from your projector through the room system? For laptops with VGA outputs, connect an audio cable from the headphone output jack to the computer interface in the floor box to hear audio. For laptops with HDMI outputs, no additional connectivity is required to hear audio.

If you are having issues with volume, first check the settings on your computer and ensure it is not muted. If you suspect the system volume is down, hit the “Program Volume” button on the lower right hand corner of the touch panel on any page to raise, lower, and mute audio from your laptop.
TROUBLESHOOTING THE SYSTEM

If you are having issues with the projector and/or screen, press the “System” button on the top left hand corner of the touch panel on any page to access controls for the projector and screen.

TURNING THE SYSTEM OFF

PLEASE BE SURE TO TURN OFF THE SYSTEM AFTER YOUR EVENT.

Press the “X” Exit button on the upper right hand side of the panel to start the process of turning the system off.

Press the “Shutdown Now” button to turn off the audiovisual system.

The following page will appear after the “Shutdown Now” button has been pressed. This is a cool down period for the projector. Once the projector has gone through its cool down cycle, the touch panel will return to the main page.
Matrix Seminar Room

Setting up a Projector
The Matrix Seminar Room (the smaller of our two meeting rooms) has a ceiling-mounted projector that can be used to project media onto a screen that descends from the ceiling near the windows.

To display a laptop image through the projection system, first connect your laptop to the input cables located in the cable cubby on the conference table.

2. The projector in the seminar room is accessed through a panel on a wall near the back-left corner of the room. Find this panel, then press the “System On” button to turn on the AV system.

3. The following page will appear after the “System On” button has been pressed. This is a warm up period for the projector and LED displays.

4. Once the warm-up cycle is over, you will see the information page. Press “Laptop” button on the lower left hand corner of the touch panel. If it hasn’t already, the screen will descend from the ceiling.
TROUBLESHOOTING

If the image from your laptop is not displayed through the projection system, check that the cable (HDMI/VGA) connected between your laptop and the input cables.

Also make sure that you have set the video output on your laptop. If you have a PC, right click on your desktop and choose “Display settings.” From there, you can verify that your computer is set to display its screen on a wireless display. For Macs, this step should happen automatically. If you continue to have issues connecting your laptop to the projector, please contact campus EST for support.

If you are still experiencing issues, press the “System” button on the top left-hand corner of the touch panel on any page to access controls for the projector, LED displays, and screen.

Press these buttons to turn the projector/LED displays on/off and to lower and raise the screen.
TURNING OFF THE SYSTEM

Press the “Exit” button on the top right hand corner of the touch panel on any page to start the process of turning off the audiovisual system.

Press the “Shutdown Now” button to turn off the audiovisual system. The screen will rise into the ceiling and you will hear the projector is turned off.

PLEASE MAKE SURE THE SYSTEM IS TURNED OFF BEFORE YOU LEAVE THE ROOM.

Thank you!