

Toshiba TLP-B2 Training Module

Introduction

Welcome!

Welcome to the Toshiba TLP-B2 training module offered by UT Career Services! It is highly recommended that all faculty & staff who use a data projector as part of their work responsibilities complete this training session on the equipment prior to use. This will help ensure a trouble free set-up and enable you to have a more productive presentation experience. We hope that you will find this training module to be very useful and informative!

- ★ At the end of this unit you will be able to:
 - Identify the 8 major components needed for set-up of the Toshiba TLP-B2
 - Properly connect the Toshiba TLP-B2 to the laptop
 - Power on the Toshiba TLP-B2 and adjust the projected image
 - Properly shut down the Toshiba TLP-B2

Why learn to use a data projector?

Throughout each semester Career Services conducts outreach events, workshops, and information sessions; most of these sessions consist of presentations that include PowerPoint and/or review of the Career Services website. Using a data projector is a very effective way for a presenter to communicate to an audience. It is a great way to share information, ideas, images, charts, and even audio & video. It also allows use of the internet in presentations to show websites that can be viewed for information.





Presentation software such as PowerPoint plays a large role in the way that people communicate information to each other and has become an extremely valuable tool for presenting information. PowerPoint presentations are now the norm, and a data projector can show a large clear image that is visible from all parts of the room, thus maximizing the presentation, and portable data projectors can be used in many locations across campus (such as classrooms, conference rooms, lecture halls - wherever there is a screen that can be used to display the image).


Also notable is that both the size and the weight of data projectors have gotten considerably smaller. This can be seen in the Toshiba TLP-B2 projector that we will be using for our training session, which is a small and lightweight projector that is very portable. This is the actual projector that is owned by Career Services and is available for

you to check-out and use as needed. This training module was designed to teach you how to independently set-up and use the Toshiba TLP-B2 by going through a practice run in setting up and taking down the equipment. Our goal is to help make your experience with the Toshiba TLP-B2 as simple and trouble-free possible.

Throughout the training module you will see boxes that contain the following icons:

 is a visual cue

 is a tip or idea

 is a warning!

Please pay attention to these icons and the messages next to them as they provide helpful hints and important information! ***Let's get started!***



Section One

Components of the Toshiba TLP-B2

Before learning how to set up the Toshiba TLP-B2 projector it is vital to learn the major components. You will need to know these components as they are the parts that are necessary for basic set up and use of the projector. Let's look at these parts and their functions now.

The 8 Main Components:

Projector (Toshiba TLP-B2) - the device that takes a signal from a computer and uses projected light to produce a large image on a screen (Figure 1.1).



Figure 1.1

Laptop Computer - you will need your laptop as it is the source of the PowerPoint presentation, website, or other image that you want to project; what appears on the screen of your laptop is what will be projected onto the screen (Figure 1.2).



Figure 1.2

RGB Cable - used to connect the laptop to the projector (Figure 1.3).



Figure 1.3

Power Cable – provides power from the electrical outlet on the wall to the projector (Figure 1.4).



Figure 1.4

Connection Ports – located on the projector and the laptop, the cables are plugged into the connection ports to provide power and transmit the images from the laptop to the projector (Figures 1.5 and 1.6).



Figure 1.5



Figure 1.6

Lens - located at the front of the Toshiba TLP-B2 projector, the image is projected from the lens; the focusing ring of the lens is used to adjust the image that is displayed on the screen (Figure 1.7).



Figure 1.7

On/Standby Button – this is the power button; it is located on the front top of the projector and is used to turn the projector on and off (Figure 1.8).



Figure 1.8

Foot Adjuster – located on the front bottom of the Toshiba TLP-B2, it is used to adjust the tilt of the projector so that the projected image is adequately situated on the screen (Figure 1.9).



Figure 1.9



All the necessary components that are needed for set-up (cords & cables) will be included with the projector in the case (Figure 1.10)...just don't forget to bring your laptop!



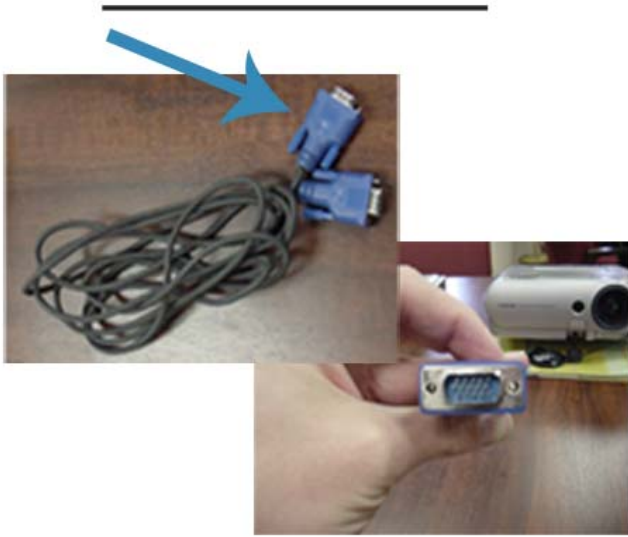
Figure 1.10

Are You Getting the Picture?

Now that you've seen the components needed for set-up of the Toshiba TLP-B2 projector and reviewed their functions, you should be able to recognize them on sight before moving on to section two. Please take a few minutes to test your knowledge and complete the quiz on the following page. The answers are located at the back of the manual. If you were not able to identify each component, please review section one again. When you have mastered this section you will be ready to move on to section two.



Test Your Knowledge



Match these parts with the right picture

- Power Button
- Power Cable (Projector)
- Connection Ports
- Foot Adjuster
- RGB Cable
- Lens

Section Two

Setting-up & Connecting the Toshiba TLP-B2

Now that you know the major components of the Toshiba TLP-B2, it's time to begin the actual set-up. In this section we will demonstrate the set-up and connection procedure step-by-step. Please follow each step and feel free to take notes if desired. You will then have a chance to practice the procedure on your own.

1. Remove the Toshiba TLP-B2 from its case and place it on a steady, stable surface (such as a table or a desk) with the lens facing the screen. Point the lens straight at the center of the screen. Also remove the associated power cord and RGB cable from the case.



The screen should be in adequate view of your audience with no obstacles blocking its view (Figure 2.1).

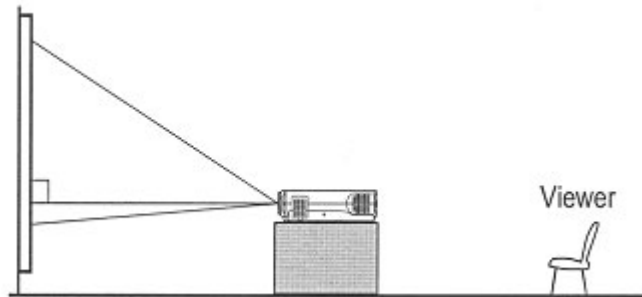


Figure 2.1

2. Lift the front of the projector until the tilt angle that you desire is obtained and then hold down the foot adjuster release button. The foot adjuster will stretch. Release the button to lock it in position. (Figure 2.2)



The front of the projector should now be elevated.

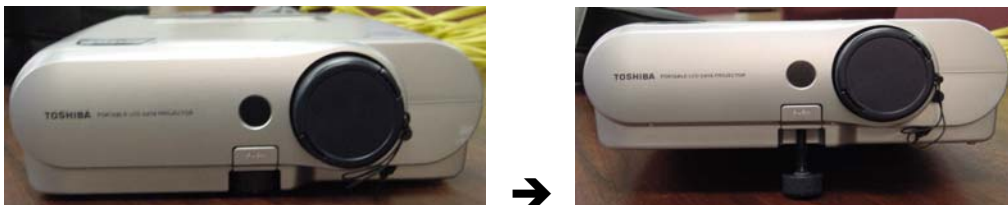


Figure 2.2




Turn the foot adjuster to make fine adjustment of the height. Turn clockwise to lift up and counter clockwise to lower.

3. Remove the lens cover from the projector – push both sides of the lens cover to take it off. This may seem simple enough but sometimes people forget to do this! (Figure 2.3)



Figure 2.3

4. Next, locate the 2 connection cables.
 There are two cables in the bag – remember, the one with **blue** ends is the RGB cable (connects laptop to the projector) and the power cord is solid **gray** in color (provides power from outlet to projector). (Figure 2.4)

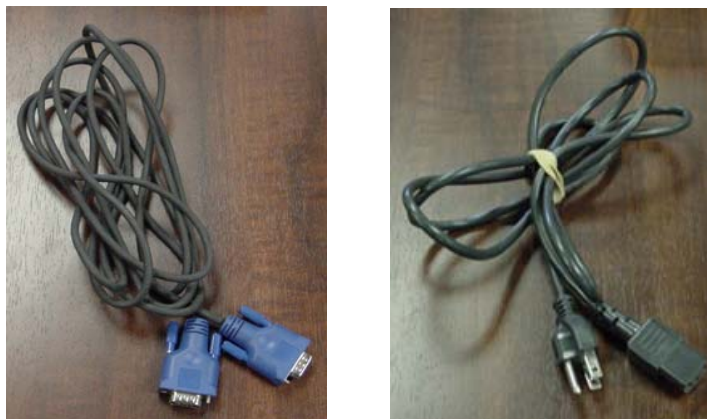


Figure 2.4

5. Take one end of the RGB cable and plug it into the **blue** input outlet on the side of the projector until securely attached. Turn the knobs on the cord clockwise until tightened. (Figure 2.5)
👁️ The input outlet is labeled “computer”



Figure 2.5

6. Locate the **blue** input socket on the back of the laptop. Take the other end of the RGB cable and firmly plug it in to connect the projector to the computer. Turn the knobs on the cord clockwise until tightened. (Figure 2.6)



Figure 2.6

7. Locate the prongless end of the **gray** power cord and plug it into the AC IN socket on the back of the projector until firmly attached. (Figure 2.7)
👁️ This socket is labeled “AC IN”



Figure 2.7

8. Plug the other end of the power cord into an electrical power outlet located on a nearby wall. (Figure 2.8)

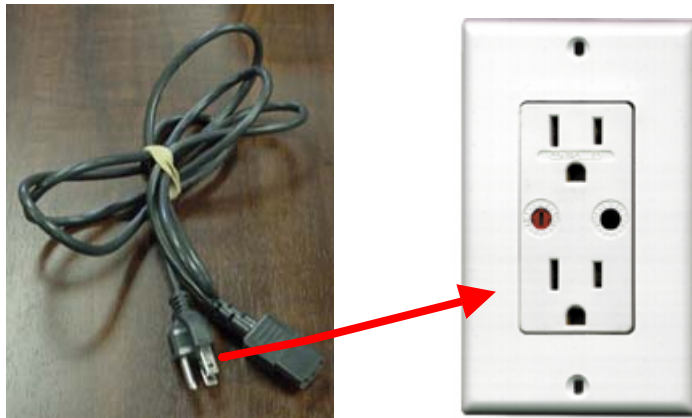


Figure 2.8

⚡ Do not connect any cables if the projector (or laptop) is plugged in and the power is on!

9. If the wall outlet is located out of reach of the power cord you will need to use an extension cord (provided in the bag). (Figure 2.10)
👁️ The extension cord is **yellow**



Figure 2.10

The laptop & projector are now connected and the power cord is connecting the projector to the wall socket. The finished set-up should look like this (Figure 2.11):



Figure 2.11



Be sure that cables and cords are out of the way so that no one will trip over them!

Are You Getting the Picture?

Now it's time to practice the procedure that was demonstrated in this section. Please complete the steps in order, indicating its completion by placing a check in the list below.

✓ if yes

Remove Toshiba TLP-B2 & laptop from case _____

Remove lens cover from projector _____

Adjust the height of the projector leg _____

Connect RGB cable to Toshiba TLP-B2 _____

Connect other end of RGB cable and laptop _____

Plug in gray power cord to Toshiba TLP-B2 _____

Plug Toshiba TLP-B2 power cord into electrical outlet _____

If you were not able to complete each step in order, please review this section and try the procedure again. When you have mastered this section you will be ready to move on to the section three.



Section Three

Projecting & Adjusting the Image

The Toshiba TLP-B2 is now connected to the laptop and has a power source, and the next step is to turn it on and project the image onto the screen. A clear, focused image is vital to a successful presentation. In this section we will demonstrate this procedure step-by-step. Please follow each step and take notes if desired. You will then have a chance to practice the procedure on your own.

1. Turn on the Toshiba TLP-B2 by firmly pressing the On/Standby button once. The On/Standby button is labeled “Power”. (Figure 3.1)
 👁 Both the ON and LAMP indicators will light up in green; you will also hear the projector fan turn on. (Figure 3.2)

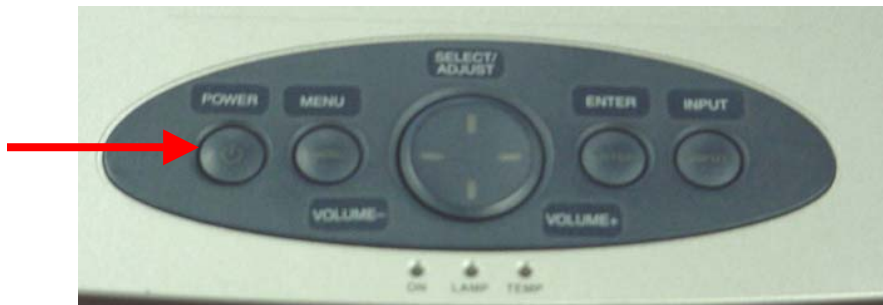


Figure 3.1



Figure 3.2



⚡ Do not look into the lens while the lamp is on. The strong light may cause damage to your eyes or your vision!

2. Start-up your laptop as you normally would. The lamp will be on and the windows start-up screen will appear. Within about 20 – 30 seconds, you should see the laptop's screen projected through the data projector onto the screen. (Figure 3.3)

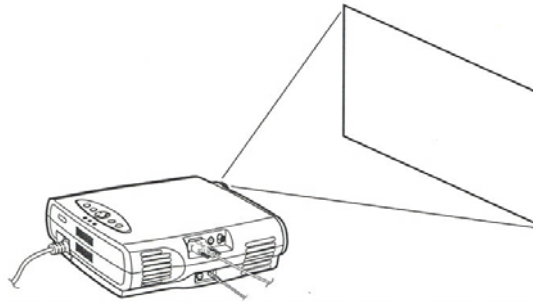


Figure 3.3

3. If the image does not appear automatically, press and hold the blue FN button on your keyboard and then press the F8 button (FN + F8) until the image appears on the screen.



The projection lamp is the part of the unit that is most likely to cause a failure. A spare lamp bulb is available in Dunford Hall to ensure your ability to use the projector in your presentation.

4. Open the PowerPoint presentation or web browser on your laptop.



Be sure that your presentation is saved on the computer's hard drive and you know how to access it! It's also a good idea to have a backup copy saved on disk or external drive.

5. Adjust the lighting in the room so that the image can be seen clearly. If the screen is exposed to direct sunlight or other strong light, the projected image becomes too faint to see. Shut out the light with curtains or block the light with other means.

6. The projection size depends on the distance between the lens and the screen. Adjust the projection size by changing the distances between the two. If the image is too small then pull the projector away from the screen until the desired size is reached. If the image is too large then do the opposite: pull the projector toward the screen until the desired size is reached. (Figure 3.4)

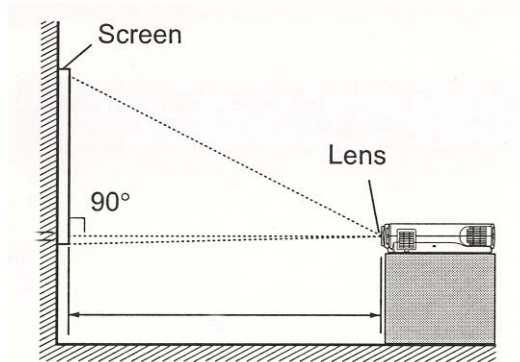


Figure 3.4

7. Focus the picture by turning the focusing ring (the outer ring located on the lens). A still picture is recommended for focusing. (Figure 3.5)



Figure 3.5

If the image is still too low you can place a book or other object underneath the projector leg to further elevate the image.

8. You can proceed with your presentation once the projector has been connected to the laptop, the power is on, and the image has been adequately adjusted.



Before your audience arrives have the screen pulled down and ready for use, and give yourself time to run through the presentation once for practice.

Are You Getting the Picture?

Now it's time to practice the procedure that was demonstrated in this section. Please complete the steps in order, indicating its completion by placing a check in the list below.

✓ if yes

Press the power button on the Toshiba TLP-B2 to turn it on

Turn on laptop

Make sure image is projected

Press FN + F8 if no image is seen

Bring up PowerPoint Presentation or web browser

Adjust lighting in room

Adjust image size

Adjust Focus

If you were not able to complete each step in order, please review this section and try the procedure again. When you have mastered this section you will be ready to move on to section four.



Section Four

Turning Off the Toshiba TLP-B2

Now that you have finished giving your presentation, which surely was very interesting and informative, you will need to properly shut down the Toshiba TLP-B2. You must also disconnect all the cords and cables before packing everything away in the carry bag and returning to Dunford Hall. We'll now demonstrate this procedure step-by-step. Please follow each step and take notes if desired. You will then have a chance to practice the procedure on your own.

1. Turn off the Toshiba TLP-B2 by pressing the On/Standby button. (Figure 4.1)
 👁 An instruction message will appear on the screen saying “Press the ON/STANDBY button again to turn off”

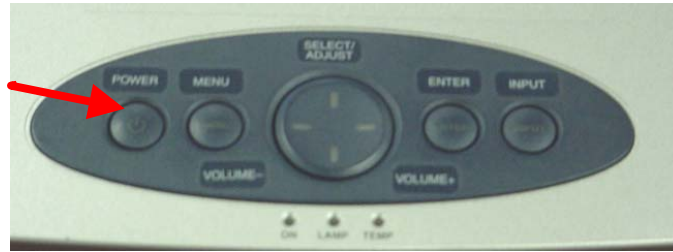


Figure 4.1

2. Press the On/Standby button again. This time the projector will shut down. The LAMP indicator will turn off and the projector turns to standby mode. (Figure 4.2)

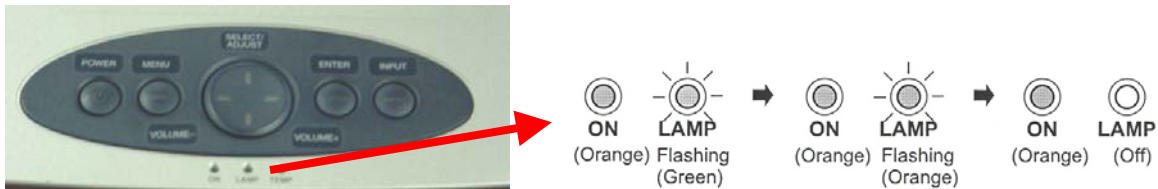


Figure 4.2

⚡ Before unplugging the power cord, make sure that the LAMP indicator is off and the fan has stopped running.

3. Shutdown your laptop (as normal) by selecting “Turn Off Computer” under the start menu

4. Unplug all cords from the laptop and the projector.
5. Place lens cap back onto lens. (Figure 4.3)

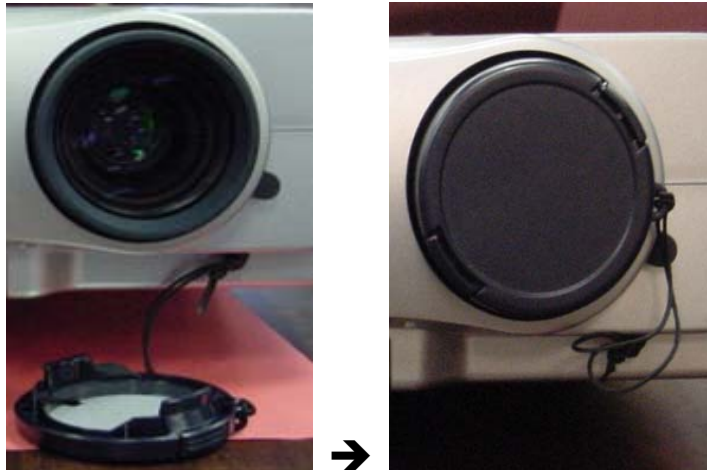


Figure 4.3

6. Retract the foot adjuster by holding down the foot adjuster release button and slowly lower the front of the projector. (Figure 4.4)



Figure 4.4

⚡ Be sure to hold the projector when putting the foot adjuster back so that the front does not fall on your fingers!

⚡ After the projector has been in use the lamp will be very hot. Use caution when handling the hot projector! (Figure 4.5)



Figure 4.5

7. Return all items to the carry case, and you're done!

Are You Getting the Picture?

Now it's time to practice the procedure that was demonstrated in this section. Please complete the steps in order, indicating completion by placing a check in the list below.

✓ if yes

Press ON/STANDBY (Power) button twice to turn off Toshiba TLP-B2 _____

Shutdown laptop _____

Let Toshiba TLP-B2 cool down _____

Unplug all cords _____

Place lens cap back onto lens _____

Retract Projector Leg _____

Place Toshiba TLP-B2 and laptop back in case _____

If you were not able to complete each step in order, please review this section and try the procedure again. When you have mastered all four sections you will be ready to set-up and use the data projector on your own!



Toshiba TLP-B2 Training Module Conclusion

This concludes the Toshiba TLP-B2 training module. You have learned the components needed for set-up of the Toshiba TLP-B2 data projector, and have learned how to connect it, project an image, adjust the image, and shut down and disconnect the components. You are now ready to set-up and use the projector at your next presentation or workshop!

Please remember that assistance is always available if you need it, but being able to set the projector up on your own will save you valuable time and enable you to be more productive & independent, as you won't have to wait for help to arrive. A checklist that indicates each step needed for set-up of the Toshiba TLP-B2 will be in the projector case for you to refer to if necessary. This checklist covers all of the same steps that you learned in the training session and will hopefully be a useful resource.



PowerPoint training classes are offered by OIT for those who are interested in learning more about the software.

Test Your Knowledge - **Answers**



Connection Ports



RGB Cable



Lens



Power Cable (Projector)



Foot

Power Button



Match these parts with the right picture

- Power Button
- Power Cable (Projector)
- Connection Ports
- Foot Adjuster
- RGB Cable
- Lens

Questionnaire

Please take a moment to complete this questionnaire. The information you provide will assist us in our effort to provide the best training possible.

Circle the choice that best indicates your opinion for each of the following statements.

Scale = SA (strongly agree), A (agree), D (disagree), SD (strongly disagree)

- | | | | | |
|--|----|---|---|----|
| 1. The training was sufficient in teaching me the components needed for set-up of the projector. | SA | A | D | SD |
| 2. The training was sufficient in teaching me to connect the laptop to the projector without assistance. | SA | A | D | SD |
| 3. The training was sufficient in teaching me to project an image and adjust the projected image without assistance. | SA | A | D | SD |
| 4. The training was sufficient in teaching me to shut down the projector without assistance. | SA | A | D | SD |
| 5. The sequential development of skills was adequate. | SA | A | D | SD |
| 6. The demonstrations and practice exercises were effective in helping me reach the training objectives. | SA | A | D | SD |
| 7. There was adequate opportunity to practice what I learned. | SA | A | D | SD |
| 8. The test items for each section enabled sufficient evaluation of my progress. | SA | A | D | SD |
| 9. The training manual was well organized and useful. | SA | A | D | SD |
| 10. Pictures and diagrams were relevant and enriched the instruction. | SA | A | D | SD |
| 11. The availability of extra help when needed was adequate. | SA | A | D | SD |
| 12. Training time was used efficiently and effectively. | SA | A | D | SD |
| 13. I was given sufficient opportunity to participate in the learning experience. | SA | A | D | SD |
| 14. The training session successfully met my professional needs. | SA | A | D | SD |
| 15. The training manual and checklist will be useful as resource documents on the job. | SA | A | D | SD |
| 16. I would recommend this training to other UT employees. | SA | A | D | SD |
| 17. What did you like best about the training session? What contributed most to your learning? | | | | |
| 18. What did you like least about the training session? What could be done to improve this training session? | | | | |
| 19. Additional comments or suggestions? (continue on back of page if necessary) | | | | |