1) To start the tablet, press the Start button. Tablet must be on in order for monitor to be on.

2) To start the projector, press Projector Power.

3) Power up the PC, the Mac Mini (or both). You may switch between computers selecting Choose Mac or PC on the tablet.

4) Follow login instructions for:
   - Mac
     a. Enter user name and password
     b. Click enter
   - Windows
     a. Control - Alt - Delete
     b. Click OK
     c. Enter user name and password
     d. Click Enter
1) Turn on your laptop
2) Drag HDMI Laptop to center of the tablet
3) Connect the HDMI cable to the video output port on your laptop
4) Connect your laptop’s AC adaptor to a power outlet and start up your laptop
5) If you still do not see an image, refer to the laptop troubleshooting guide later in these instructions
6) When finished, shut down your laptop and disconnect all cables
7) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, Powering Down the System
Playing a DVD/Blu-Ray

1) Drag Blu-Ray icon to projector source on tablet
2) Insert media
3) Use controls by pressing Blu-Ray controls
**Using the Document Camera**

1) Drag Doc Camera icon to the center of the tablet

2) Power on the Document Camera. Note that there is no need to have the computer turned on to use the document camera

**Using a Microphone**

1) Open the microphone storage case

2) Choose either the handheld microphone or the lapel microphone

4) On the tablet, volume controls for Mic 1 correspond to the larger microphone and Mic 2 for the smaller microphone
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the function key (FN) located in the lower left-hand corner of the keyboard, and at the same time, press the video toggle key, which is located along the top of the keyboard. Look for the text CRT/LCD or an icon of a display and a laptop.

For Mac Laptops:

1) Go to System Preferences/Display.
2) Select the Arrangement tab and check the Mirror Displays box.

Powering Down the System

1) Press Power at the top right corner, then press Yes
2) Power down Computer
   Windows
   Start Menu -> Shut Down -> Click OK
   Macintosh
   Apple Menu -> Shut Down

Who to Call for Assistance

If you are having any difficulties using equipment in this room, call extension 4357 (HELP)

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