If you are having difficulties using equipment in this room, call extension 3166

**Projector**

1) Point **Epson Projector** remote at projector and press **Power** button
2) Lower screen
3) Set switch to desired device – Computer, Laptop, Blu-Ray, Document Camera

**Using Console Computer**

1) Set switch to Computer
2) Press **Power** button (in the upper right corner)
3) Follow login instructions for:
   - **Windows**
     a. Control - Option - Delete
     b. Click OK
     c. Enter user name and password
     d. Click Enter
Using a Laptop

1) Turn on your laptop.

2) Set display switch box to: Laptop.

3) Connect the Laptop Video cable to the video output port on your laptop (HDMI or VGA).

4) For laptop audio output, connect the laptop audio cable to your headphone jack. Make sure your laptop’s audio is not muted and that the speakers are powered on.

5) Connect your laptop’s AC adaptor to a power outlet and start up your laptop.

6) If you still do not see an image, refer to the laptop troubleshooting guide later in these instructions.

7) When finished, shut down your laptop and disconnect all cables.

8) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, Powering Down the System.
**Sound and DVD/Blu-Ray**

### Amplifier (sound)
1) Press *Power* button on left end of amplifier.
2) Make sure the *Speakers* button is set to A.
3) Adjust volume as needed.

### Playing a DVD/Blu-Ray
1) Power on and control the Blu-Ray Player using the remote control
2) Insert media
3) Set video switch box to Blu-Ray
4) Set amplifier to Blu-Ray
1) Set display switch box to **Doc Camera**.

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

3) Press the **Source** button to switch between showing the Windows desktop and showing the camera image full-screen.
Laptop Troubleshooting

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) Obtain the Epson remote, and point it at the projector on the ceiling. Press the power button until the screen goes black.
2) Power down Computer
   Windows
   Start Menu -> Shut Down -> Click OK
3) Raise Screen

Who to Call for Assistance
If you are having any difficulties using equipment in this room, call extension 3166