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

**Projector**

1) Point Epson Remote at projector on ceiling. Press power button once. *NOTE: Projector will take 30 seconds to power up.*

2) Set video switch to desired device - computer, laptop, Blu-Ray or Document Camera.

**Using Console Computer**

1) Set video switch to Computer

2) Press **Power** button on the PC

3) Follow login instructions for: Windows
   a. Control - Alt - Delete
   b. Click OK
   c. Enter user name and password
   d. Click Enter
1) Turn on your laptop
2) Press Laptop button on video switch box
3) Connect the Laptop Video cable to the video output port on your laptop.
4) For laptop audio, connect the laptop audio cable to your laptop's headphone jack. Make sure your laptop's audio is not muted.
5) Connect your laptop’s AC adapter 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.
**Amplifier (sound)**

1) Make sure the AudioSource is powered on and A is selected.
2) Adjust volume as needed.

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**Playing a DVD/Blu-Ray**

1) Power on and control the Blu-Ray Player on the player itself
2) Insert media
3) Set video switch box to Blu-Ray
Using the Document Camera

1) Set display switch box to Document Camera.

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

3) Press the Live/Win 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 to shut down the projector.
2) Power down Computer
   Windows
   Start Menu -> Shut Down ->
   Click OK

Who to Call for Assistance

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