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

**Projector**

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

**Using Console Computer**

1) Set switch to Computer
2) Turn monitor on if not already on
3) Turn on computer using button on right side
4) 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 (VGA or HDMI) to the video output port on your laptop. Please note: the Laptop Video cable is VGA-and HDMI-compatible only. Certain laptop models will require a DVI-to-VGA adaptor or a Mini-VGA adaptor. Consult your owner’s manual for further information.
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.

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
Using the Document Camera

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 Live/Win button to switch between showing the Windows desktop and showing the camera image full-screen.

Using an HDMI Device

An HDMI cable is provided for connecting devices such as some laptops, iPads/iPhones and Android devices.

1) Set video control panel to Laptop

2) Connect your device to the HDMI cable.

Please note: Certain devices, such as iPhones and iPads, will require an HDMI adaptor. Consult your owner’s manual for further information.

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