A/V Instructions: Lecture Room 3

Turning on the System:

1. On the podium panel select "***Display: On***". The projector may take up to a minute before the screen displays anything.

To Use the PC:

1. Log in to Windows. The username "**genacct1**" and the password "**panther$$**" can be used as a generic login if desired.

To Use a Laptop:

1. Connect the laptop to the monitor cable in podium.
2. If the input doesn't automatically switch after a minute, press the input select button on the box just underneath the podium. See illustration.

3. Plug the headphone cable into the headphone jack on your laptop (if you wish to have sound).
4. Turn on the laptop.
5. If you **DO NOT** see your computer screen displayed by the projector...
   a. Verify the cable is securely plugged into the laptop
   b. If the image from your laptop still does not appear on the LCD screen, check your video settings. (Use ⊞ + P key to switch display to duplicate / Command+F1 on Mac to mirror display.)
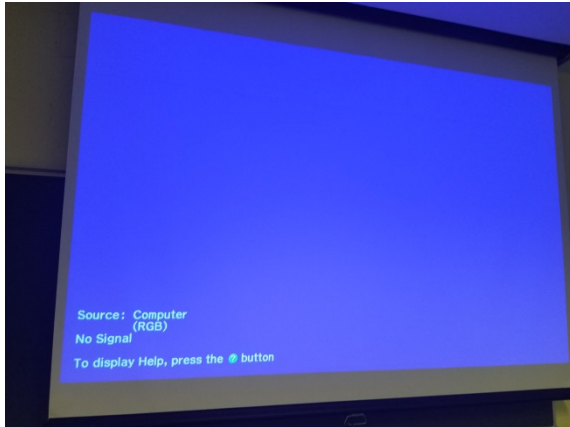
Shutting Down the System:

1. Unplug the cables from your laptop.
2. To turn off the system, press the "Display: Off" button on the podium panel. This will initiate the shut down process which may take a few moments.
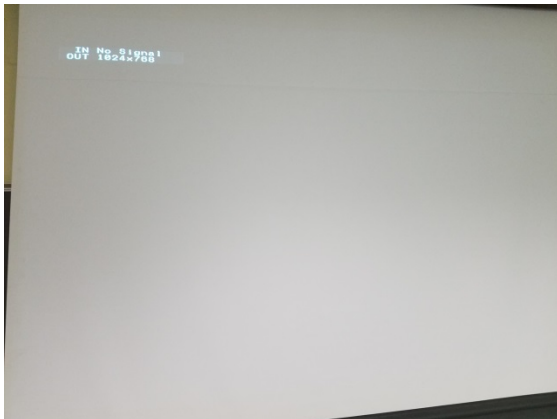
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Troubleshooting:
If the projector displays a blue screen similar to below:
The Epson projector is configured to the wrong input. Please use the remote control to set the projector input to use HDMI. The remote will be located inside the podium. This remote button is the only button needed.

If the projector is not displaying your laptop image and is instead displaying a NO INPUT dialogue box on a black screen. Similar to below:

1. Disconnect and reconnect the podium video cable plugged into the laptop to ensure it's connected properly and autoswitch occurs.
2. Verify your computer is set to mirror display per "**To Use a Laptop**"
3. Verify the correct input select option under "**To Use a Laptop**" section is selected. (HDMI 1 is the podium desktop, HDMI 2 is the secondary HDMI for laptop, VGA is the secondary VGA cable for laptop)