

Conference Room Interactive Projector

1. Press the **power** button on the control panel. The light on it changes from orange (standby) to blue (on).
2. Press the **power** button on the control panel again. The projector beeps once and begins to warm up.

If using the desktop in the room:

- 3a. Press the “**HDMI 2**” button on the control panel (underneath the volume control dial).
- 4a. Turn on the desktop. If there’s no blue power light on the front of case, press the power button. If the light is on, you may need to press a key or click using the wireless keyboard/mouse to wake it.
- 5a. Log in using your University username and password.

If using a laptop or other computer:

- 3b. Connect the computer to a port on the left side of the control panel using **VGA** or **HDMI**. Cables are available in the IT Department Office if not available in the room.
- 4b. If audio is needed:
 - a. **VGA**: Connect an 1/8” audio cable to the computer’s headphone port and “Audio1” on left of control panel.
 - b. **HDMI**: No further steps required – **HDMI** includes audio.
- 5b. If using **VGA**, press “**Computer1**” button on the front of the control panel. If using **HDMI**, press “**HDMI 1/MHL**” button.

Once computer is connected:

6. Wall-mounted speakers are connected to the system. If no sound is outputted, ensure the volume on both the computer and control panel are turned up. A volume dial is located on the front of the control panel. Depending on the source, there may be a third volume control in the audio/video player on the computer.
7. The wall-mounted projector is interactive: fingers and the interactive pens may be used to draw on the board as well as control the computer. This functionality can be used with or independent of the computer connected. For a tutorial on these features, please visit https://youtu.be/6mzX9_ziyxg (QR code below).
8. Before leaving the room, please log out of the University desktop and return its keyboard and mouse back to the front of the room. If using another computer, please disconnect the cable(s) and return them. The interactive pens should be placed back in the holder located on the right of the projector control panel. **Don’t forget your presentation clicker or thumb drive if you brought one!**
9. Press the **power** button on the control panel. The projector beeps twice and turns off. The control panel and speakers will turn off automatically after a short time.

