Instructions for the use of the Presentation System

To turn the projector on:
On the projector remote control, press the **POWER** button for a minimum of 2 seconds. A green light on the projector will indicate the projector is powered on.

To turn the projector off:
Press the **POWER** button on the projector remote. A shutdown screen will display on the projection screen. Press the **POWER** button again and the projector will have an orange light that indicates the projector is shutting down.

To use the presentation system:
- If the presentation system is not on, press the **Power** button to turn the presentation system on.
- Press the Video Button on the Projector remote to switch to the computer.
- A **wireless keyboard** and **mouse** are available for use, in the cabinet.
- On the bottom of the **wireless keyboard** or **mouse** there is an on/off switch. Move the switch to the on position to use the **wireless keyboard** or **mouse**.
- There are four **USB ports** available on the front of the Presentation System to use a flash drive or other USB device.

**WARNING**: Security software on this computer will erase all changes made on the next reboot. This includes any files or data you may have created. These lost files are non-recoverable. To use a network drive for your data, please use the “ENGG Login” shortcut located on the desktop of the computer.

Please see reverse side for additional instructions.
To use a laptop:

- Plug the **VGA cable**, located on the side of the cabinet into your laptop.
- Press Computer button on Projector remote to switch to laptop. Press the video button to switch back to computer.
- It may be necessary to tell your Windows laptop to direct the signal to the projector. Locate the "Windows" key on your laptop, hold it down and press the "P" key simultaneously. Windows System display mode will appear, and you will want to select "Duplicate".
- If you are using a Mac laptop you will need to connect the provided VGA cable, click the upper left-hand Apple menu, select System Preferences, then Displays, and finally select "Detect Displays". Please locate your computer manual for keyboard shortcut.

- Plug the **HDMI cable**, located on the side of the cabinet into your laptop.
- Click the button "Laptop 2" on the HDMI Switch.