Instructions for the use of the Presentation System

To turn the projector on:
- Locate the **Projector Remote Control** on the presentation desk and press the **Power** button.
- At the start up, the **preparation screen** will display a 30 second countdown. After the countdown, the projector will display the input that is selected.

To turn the projector off:
- Locate the **Projector Remote Control** on the presentation desk and press the **Power** button.
- Power Off? Will be displayed on the screen. Press the **Power** button again to turn the projector off.

To use the Presentation System:
- If the computer is not on, it may be necessary to press the **Power** button located on the presentation system.
- It may be necessary to tell the desktop to direct signal to the projector. Locate the "Esc" key on the keyboard, hold it down and press the "P" key simultaneously. Windows System display mode will appear (see below), and you will want to select "Extended."
- The projector will automatically switch to the appropriate input.
- There are three **USB ports** available on the front of the Presentation System to use a flash drive or other USB device.

Please see reverse side for additional instructions.
**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 Laptop**

- Plug the provided **VGA cable** into your laptop and properly secure.
- It may be necessary to tell your Windows laptop to direct signal to the projector. Locate the " hệ" 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".
- The projector will automatically switch to the appropriate input.
- 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.

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**Please see reverse side for additional instructions.**