

Library Audio/Video Quick Guide for Large Community Room

Without audio simply plug the HDMI cable into your laptop and then the right HDMI wall port. The video goes directly to the projector. Any audio comes out of projector's speakers.

With audio, plug the HDMI cable into your laptop then into the left HDMI wall port. The video and audio goes to the projector through the matrix and is heard through the ceiling speakers.

You **always** do these steps:

1. Plug HDMI cable into your laptop and one of the HDMI wall ports
2. Turn laptop on and set power options so that it does not turn off the screen or dim it
3. Press MAIN button on the wall control unit (white cover with display) which lights up the display and returns to the main display
4. From the main display touch the SCREEN icon and then touch DOWN to lower the projector screen
5. Press MAIN again then touch PROJECTOR icon then touch ON to turn the projector on— it takes several moments to warm up

For video only, no sound:

1. Press MAIN then touch PROJECTOR, then touch left or right arrow at top of display
2. Touch SOURCE at very bottom to displays a source menu on projector screen top left
3. Touch UP or DOWN until HDMI2 is highlighted as shown on the projector screen
4. With HDMI2 highlighted touch SELECT
5. Press MAIN once more to return to main display
6. You should see the laptop screen displayed through the projector

For video with sound:

1. Press MAIN then touch PROJECTOR then the left (<) or right (>) arrow at top of display
2. Touch SOURCE at very bottom which displays the source menu on the projector screen top left
3. Touch UP or DOWN until HDMI1 is highlighted as shown on the projector screen
4. With HDMI1 highlighted touch SELECT
5. Press MAIN then touch MATRIX icon
6. Touch PROJECTOR on left side (OUT) and WALL JACK on right side (IN)
7. Press MAIN once more to return to main display
8. You should see the laptop screen displayed through the projector

When you are finished be sure to raise the projector screen and turn the projector off. Note, you must touch OFF **twice** to turn the projector off. The second touch confirms you wish to power it off.