

ICL A/V Equipment Instruction

If you would like A/V and computer instructions prior to the class, please contact Art Frenz at 706.970.0397 or David Fann at 706.379.3547 to arrange a time.

STARTUP PROCEDURE

The classroom computer (Windows 10) is in the bottom of the PC cabinet. It may need to be powered on (upper left hand side of computer) if none of the lights on the front of the computer are on.

The computer monitor on the PC cabinet may also need to be powered on (button on the lower right edge). The computer can be logged on with **user name: guestspeaker** and **password: guestspeaker1** (all lower case characters, no spaces). The computer will take a moment or two to start up.

The **pop-up panel** on the PC cabinet **is no longer used** except for the Ethernet cable that connects your device to the Internet.

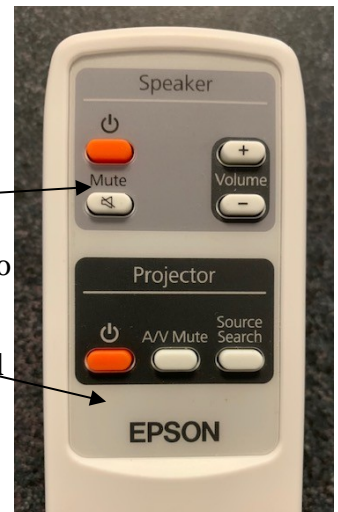
The projector screen on the front wall may need to be pulled down from the ceiling using the attached cord.

Turn on the projector by pressing the Epson Projector “power” button on the remote control (bottom half). It will take a minute for the projector to power on.

Turn on the sound by pressing the Epson Speaker “power” button on the remote control (top half). It will take a minute for the projector to power on. Volume can also be control via the “+” and “-” buttons.

The Source Search button on the remote control (bottom half) automatically scans all of the inputs (computers) and goes to the next active one. If only the PC computer cabinet is active, it will go to that one. The classroom computer will normally be selected as the device to project onto the screen.

The A/V Mute button will blank the projector screen but leave the projector on.



DEVICE OPTIONS

You can play CD or DVD by inserting it in the CD/DVD tray in the top of the classroom computer.

If you use a USB (flash or thumb or memory stick) drive, you can plug it into the bottom front of the classroom computer or there is also a USB connector on top of the PC cabinet by the monitor.

The classroom computer is Internet enabled so you can access items from the web.

Volume Control (speakers are in ceiling above projector): There are 3 ways to control volume (you may need to adjust any or all 3).

- On the speaker icon displayed at the bottom right hand corner of the computer monitor
- By the computer program playing the sound
- On the Epson remote **Speaker Volume** buttons (top half).

Videos - Normally videos are played by a default program such as Windows Media Player.

You can double click the video on the monitor to display in full screen mode. Double click again to escape full screen mode, or press the Esc button on the keyboard.

USING YOUR DEVICE (laptop or tablet)

If you plan to bring your own media device it is recommended you bring a copy of your presentation on a USB flash drive (thumb drive or memory stick) as a form of back up just in case there are any issues using your device.

If you plan to use your own device, you should arrive early to install and test your device prior to class start up.

If you want to use your own laptop or tablet instead, your device **must be HDMI capable (VGA will not connect)**. Your device must be plugged into the HDMI cable on top of the PC cabinet.

As noted above, the Source Search button on the remote automatically scans all of the inputs and goes to the next active one. If only the classroom computer is active, it will go to that one. If both a laptop and classroom computer are active, it will go to whichever is next on the list. So, if it's currently on the classroom computer input, pressing the source search button will change it to the laptop. If it's on the laptop, pressing Source Search will switch it to the classroom computer. If your device does not connect, you may need to re-power the projector or your device.

There is also an Ethernet cable in the pop up panel that can connect your device to the Internet.

Wireless Internet is also available via the access point 'YHC Wireless'. Make sure you have up-to-date antivirus protection installed, and have updates on your device set to automatically install. This can take some time; so, it's best to check your connectivity well in advance of class. (For detailed instructions on how to connect to the Wi-Fi, see the two-page tutorial in the PC cabinet top drawer titled **Connecting to YHC Wi-Fi.**)

SHUTDOWN PROCEDURE

Remove all media used for the presentation (DVDs, USB drives, etc).

Turn off the projector by pressing the Epson Projector remote control "power" button. It will ask for a confirmation (on the wall screen). Press "power" button again on remote. It will take a minute or so for the projector to cool down and power off completely.

Log off or shutdown the classroom computer.

Power off the computer monitor (button on the lower right edge).

ASSISTANCE

For assistance you can contact David Fann (706.994.8220) or Art Frenz (706.970.0397). If you cannot contact either of them, as a last resort you should call the YHC Help desk (706.379.5212) and indicate that you are in the ICL classroom.