

# Instructions for Using Equipment in a Projection Only Room

[http://www.ric.edu/toolbox/building\\_information/levels/eclassroom\\_lab\\_information.htm](http://www.ric.edu/toolbox/building_information/levels/eclassroom_lab_information.htm)



**The equipment in this room is controlled by the Extron panel, on the wall.**

*Note: For immediate assistance, please call the Help Center at 456-8803. We are located in Gaige Hall 113.*

## To turn on/off the Epson projector:

- 1) To turn on projector, push the “ON” button on the Extron panel.

*Note: There is a switch for the screen located on the front wall, by the phone. Press the switch down to lower it.*

- 1) When the Projector turns on, select the source you need to project.
- 2) To turn off projector, push the “OFF” button on the Extron panel.



**Select equipment to be displayed through the Epson projector by the Extron Panel:**

## Laptop - set projector to “PC”

- 1) Connect your VGA cable to your laptop and the “Computer In” (VGA) connection on the wall.

*If you don't have a VGA Cable, please call the Help Center at 456-8803. We can deliver one to you.*

- 2) Select the “PC” source the Extron Panel.

*Note: If the laptop is not projecting, You may need to send the image from your laptop. On the laptop, push both the “Fn” & “CRT/LCD” keys from the keyboard at the same time until you see the image from your laptop projected on the screen.*

- 3) If you are using audio... Connect your laptop via a “mini” audio jack from the headphone port to the “Audio In” (mini jack) on the wall.

## Video device - set the projector to “Video”

- 1) Connect your RCA cables to your device and the “VIDEO IN” and “AUDIO IN” (RCA) on the wall.
- 2) Select the “Video” source the Extron Panel.

**For wireless projection, you will need the EasyMP projection software loaded onto your device. Please call us at 456-8803 for assistance.**