To use the equipment in the cabinet, you will need a key.

Note: Keys are available in the Help Center for the cabinet. We are located in Gaige Hall 113. If you need immediate assistance, please call us at 456-8803.

1) Open the cabinet door with the key.
2) Make sure that the Main Power Switch is on in the cabinet. The “|” is pushed in. (see below).
3) For audio, Make sure that the Audio Power Switch is on in the cabinet. The “|” is pushed in. (see below).

Note: Use the Main Audio Controls to adjust the volume.

4) Then turn on the equipment you need for your class.

To turn on/off the Epson projector:

1) In the cabinet, there is an Epson Remote. Press the “RED” button on the remote.
2) When the Projector turns on, select the source you need to project.
3) To turn off projector, push the “RED” button on the remote twice.

Selecting equipment to be displayed through the Epson projector by use of the remote:

Select “Comp 1” on the remote for the MAC – The MAC needs to be on, and the Switch Box set to 1, in order to project image.

Prof Mack’s machine – The MAC needs to be on, and the Switch Box set to 2, in order to project image. The projector is to be selected for the “Comp 1” as well.

Laptop – Hook laptop to the VGA cable, and set the Switch Box set to 3. The projector is to be selected for the “Comp 1” as well.

Note: If the laptop is not projecting, you may need to send the image from your laptop. On the laptop, push both the “F11” & “CRT/LCD” keys from the keyboard at the same time until you see the image from your laptop projected on the screen.

Select “Video” on remote for the DVD/VCR Player – Use the remote to turn on the player. Turn off when finished. There’s a switch to go from VCR to DVD on the remote and the unit.