

# Projector Instructions

## Overview

This quick reference guide provides basic operating instructions for the Interactive Projector. The user can hold presentations from the PC located at the front of the room, or a connected laptop computer and annotate over the presentations using Interactive Pens provided. The projector is controlled with the Epson remote control.

## House PC Presentation

1. Press the **POWER** button on the remote control.
2. If the **House PC** is not being displayed on the projector, press the **Video** button on the remote control until **HDMI** displays in the top left hand corner.
3. Log onto the House PC with Staff logon credentials.

## Laptop Presentation

1. Press the **POWER** button on the remote control.
2. Connect a laptop to the input using the VGA cable and turn on the laptop.
3. Press the **COMPUTER** button on the remote control
4. Configure the laptop to direct the video image to an **external video display**.

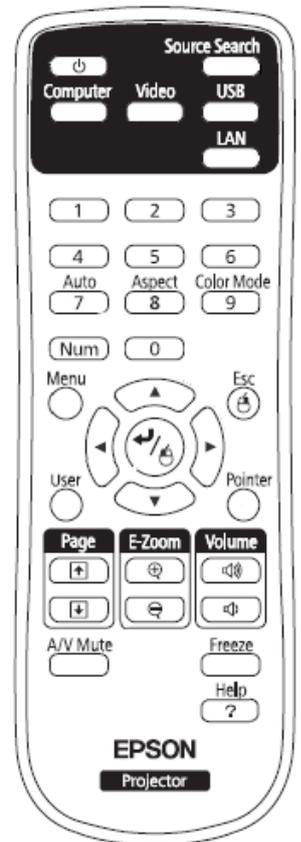
Switching to an external display is usually done using one of the Function keys (E.g. Function + F3 or F5). Consult the laptop's help files for more information.

## Interactive Pens

1. Turn on the Interactive Pen using the switch at the base of the pen. The pen is located in the white case stuck to the whiteboard.
2. Put the Interactive Pen close to the projected image until an  icon appears on the side of the image.
3. Tap on the  icon with the Interactive Pen to bring up the Toolbar.
4. Select your writing tool and write on the whiteboard as you would with a normal pen.

## Shut Down Procedure

1. Log off the **House PC** at the end of the presentation **OR** shutdown the laptop and unplug the VGA cable from the laptop.
2. Press the **POWER** button twice to turn off the projector.
3. Turn off the Interactive Pen using the switch at the base of the pen and place it back in the white case on the whiteboard.



**For assistance, please contact Teaching Space Support, ITMS  
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