

How to Show a Computer Screen through the Projector PC/Video Lab

1. Turn on the projector.

In the Control Area, find the Projector Control box located on the wall. Press the **ON** button.

2. Select the correct computer input.

If you want to use a PC in the lab, press the "**CPU 2**" button.

3. Select a computer output.

(In this example, we will use Station E-1, but any computer in the room may be used.)

In the Control Area, there are 2 computers. Look at the Lab Control Computer, which is labeled.

Look at the lab layout grid on the screen. Click on the **E-1** square.
When it is selected, the square should have a white border around it.

In the upper right-hand corner of the screen, find the "CALL Switcher Control."
Click on the "**Monitor**" button. When Monitor is selected, the button will display a red dot.

If you want to project though any other computer screen, just click on the square that corresponds to that station number.

To release the screen, press Monitor again.

Important: When you are finished, press the **OFF** button on the Projector Control box.

To project from a laptop instead of a computer in the lab:

- a. Ask for assistance in connecting your laptop to the laptop port.
- b. Follow the instructions above, but press the "**CPU 1**" button instead of "**CPU 2.**"