Conference Room 312 Instructions

**Computer:**
Log into the computer with your NetID username and password

**Projector:**
Log into the computer
Power on the projector with the remote labeled “Projector” – green button
Select “PC\ELMO” on the “Switch” box to project the computer to the projection screen
Select “Laptop” on the “Switch” box to project the laptop to the projection screen

**Laptop:**
Power on your laptop
Power on the projector using the remote labeled “Projector” – green button
Connect your laptop to the video cable labeled “Laptop Cable”
Select “Laptop” on the “Switch” box to project the laptop to the projection screen
When finished, make sure the “Switch” box is set to “PC\ELMO” to project from computer again

**Document Camera:**
Log into the computer
Power on the projector with the remote labeled “Projector” – green button
Power on the Document Camera if not already on
Press “Source” button on document camera ONE TIME to view through projector
Press “Source” button on document camera TWO TIMES to return to computer projection
DO NOT power off the document camera

**Helpful Troubleshooting Hints:**

- Make sure the “Switch” box is set properly – PC\ELMO or LAPTOP

FOR ASSISTANCE, PLEASE CALL COE COMPUTER SUPPORT AT 621-1386