

**Equipment Setup**  
(Rooms without Blu-ray players; GS, WH, CI Nat Sci,  
Excluding GS2550/2560)

**NOTE: Projector should be set to HDMI 1 for all sources.**

**1) To use the Document Camera (Select rooms)**

**Operation:**

- Turn on the Projector using its Remote Control.
- Turn Document Camera on by pressing the **power button** (lower left corner) of the device.
- VGA cable should be connected to **VGA OUT (1)** on back of Document Camera
- Press **VGA OUT 1/HDMI OUT** button so **camera** is illuminated.
- Press left button **VGA/Doc Cam** on the connection panel (Located on or inside the single door end of teacher stations or in the stool cubby in science labs counters)

**NOTE:** The document camera has two VGA cables connected to the back, one cable is connected to **VGA OUT (1)** and connects the document camera to the projector, the second VGA cable, connected to **VGA IN**, is used to connect the notebook computer to the document camera to project the notebook screen. The document camera does not need to be powered on to have the notebook computer displayed. To project the computer when document camera is turned on press the **VGA OUT 1/HDMI OUT** button to illuminate the light next to **VGA IN**.

**2) To use a Notebook Computer**

**External Set-up Required:**

- Plug in Notebook Computer power cord to A/C power and connect Ethernet cord to notebook and network cable on the teacher station, turn computer **on**.
- Once the machine has booted, plug the VGA cable and Audio cable, Display Port cable **or** HDMI cable into the corresponding notebook port - **DO NOT CONNECT THE CABLE UNTIL AFTER THE COMPUTER HAS FINISHED BOOTING!!!!**
  - HDMI and Display port do **not** need a separate audio connection.

**Operation:**

- Turn on the Projector using its Remote Control
- Using **VGA cable**, the document camera can be off for notebook computer projection. To project the computer when document camera is turned on press the **VGA OUT 1/HDMI OUT** button to illuminate the light next to **VGA IN**.
- Press the **left button** on the connection panel (**VGA/Doc Cam**)
- Using **Display Port** connection on the connection panel **press the right button on the connection display port cable**.
- Using **HDMI cable** connection press the **middle button** on the connection panel for **HDMI**.
- You **MAY** need to press and hold the **windows key** and the 'P' key and click on **duplicate to display** on the projector selection window. When you exit power point slides it may leave the display mode in **extended desktop**, use the **windows key** and the 'P' key to change the display mode.

**3) Equipment Shut-Down**

- **SHUT OFF LCD PROJECTOR BY USING ITS REMOTE CONTROL!!! (Blue Power button)** press the **STANDY/POWER** button **twice** for the projector to turn off.
- Place the Remote Control back into the Teacher Station.

**For assistance or to report a problem call the Northwest Technology Service Center 660-562- 1634**