How to Use the Big Screen in the Idaho Room

• You Will Need
  ○ Laptop with HDMI port (or adaptor to HDMI)
  ○ HDMI cable
  ○ HDMI-to-HDMI connector

• Basic Steps
  ○ Connect your laptop via HDMI
  ○ Turn on your laptop
  ○ Turn on the white board (remote or wall)
  ○ Use Source feature to locate your device

• Detailed Step-by-Step (in this order, preferably)
  ○ Plug in your laptop via HDMI at either end of the table (using an HDMI adaptor, cable and connector as needed)
  ○ Turn on your laptop; Log into Windows or iOS
  ○ Disable sleep/hibernate on your laptop (if desired to avoid disruption/disconnection during presentation)
  ○ Proceed to the point of presentation such as Power Point
  ○ If using websites, you will need need to connect to our wifi (Community Library; no password)
  ○ Test an audio playback and address any settings on the laptop to assure it's working
  ○ Turn on the Epson's screen using either the white box on the side or the remote control. Note: Ignore 'Cortana' and other screen messages.
  ○ If needed, use "Source" button on the white box or remote to identify your laptop as source. The system should automatically identify your laptop and begin projecting.
  ○ The Service Desk has laptops, HDMI and connectors for checkout. The adaptor and charger are unique to your computer, and you will need to supply those.

• For Assistance
  ○ contact a Service Desk in the main Library. We recommend arriving 30-minutes in advance of your program. If you are new to the use of the system, please allow more time or make an appointment for a demo with reservations@comlib.org.