General Directions
1. Point the Epson remote at the ceiling projector. Press the red ⬃ power button.  
2. Press Computer on the Epson remote to display the podium computer or a laptop.  
   (N.B. - This button can toggle between Computer 1 and Computer 2. The front screen 
   should read Computer 1 to display any computer image.)
3. Press Video on the Epson remote to display a DVD/VCR image.
4. Press (1) Mac, (2) Laptop, or (3) DVD/VCR on the A/V Select Box to select your 
   source.
5. Adjust the system volume using the Volume button on the amp.

To display the podium computer
1. Press the Power button on the right rear of computer, if necessary (to turn it on).
2. Press the Mac button (1) on the A/V Select Box.
3. Press the Computer button on the Epson projector remote.

To display a laptop computer
1. Attach the supplied VGA cable to your laptop. 
   (N.B. - you may also connect the audio cable if you desire)
2. Press the Laptop button (2) on the A/V Select Box.
3. Press the Computer button on the Epson projector remote.
4. Turn on the laptop computer.

To play an audio compact disc (via the computer)
1. Insert the compact disc into the front slot of the Mac Mini.
2. Select iTunes, in Applications, if it doesn’t open automatically.
3. Use the iTunes on-screen controller to Play, Pause, Stop, and Eject the compact 
   disc.

To play a DVD (via the computer)
1. Insert the DVD into the front slot of the Mac Mini.
2. Select DVD Player, in Applications, if it doesn’t open automatically.
3. Use the on-screen controller to Play, Pause, Stop, and Eject the DVD.
4. Adjust the volume as desired.

To play a Video or DVD (in the DVD/VCR player)
1. Press the DVD/VCR button (3) on the A/V Select Box.
2. Press the Video button on the Epson projector remote.
3. Press the leftmost Eject button on the DVD/VCR to open/close the DVD tray 
   (N.B. - A videotape will begin to play automatically, unless you press Stop.)
4. Insert a videotape or DVD into the appropriate slots on the DVD/VCR player.  
   (N.B. – A videotape will begin to play automatically, unless you press Stop.)
5. Press the Play button to play a video or DVD. You can also playback via the 
   remote. (N.B. – Select VCR or DVD on the remote to access those functions)
6. To see the DVD main menu, press the Disc Menu button on the remote.
7. To select a specific DVD title/chapter, press ↑↓ and ←→ buttons on the remote.
8. Press Enter on the remote to play your selection.
9. Press the rightmost Eject button on the DVD/VCR to eject a videotape.
To restart the computer (if necessary)
1. Pull down the Apple Menu.
2. Select Restart.

Make sure to turn off the projector when you have finished (to extend the bulb and projector life)
1. Point the Epson projector remote at the ceiling projector.
2. Press the red ⋄ power button twice to shut off the projector.

Final Shutdown
1. Eject all videos, compact discs, DVDs, memory sticks, etc.
2. Log out of the computer by pulling down the Apple menu and select Log out [User's Name]. This will close any open applications and disconnect from eDisk. Do Not Shut down or Power off the computer.
3. Place the mouse and any remotes in the keyboard tray.

For Assistance, Call:
291-4279  TEC Assistance Hotline, OR
358-4467  Wendy Baker Davis