

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.