# OVC 1642 AV Instructions

## To use the built-in computer:
1. Turn on the **power bar** on the desk. (Green light on means on)
2. Turn on the **computer**.
3. Turn on the **projector** with the **remote**. Press **Power ON**.  
   Projector takes about 30 seconds to warm up.
4. Press **COMP1** on the projector remote. (after projector is warmed up)
5. Set the **switcher** to be **2 GREEN LIGHTS**. Press the button above each light.  
   Repeat until the light turns green.  
   You should now see the computer image on the projector screen and the monitor.
6. Login to the computer. Ensure CFS is selected in the bottom of the login window.

## To use your VGA laptop:
1. Turn on the **power bar** on the desk. (Green light on means on)
2. Turn on your **laptop** as normal.
3. Connect the **cable** labeled **Laptop VGA – COMP1** to your **laptop** VGA port.
4. Turn on the **projector** with the **remote**. Press **Power ON**.  
   Projector takes about 30 seconds to warm up.
5. Press **COMP1** on the projector remote. (after projector is warmed up)
6. Set the **switcher** to be **2 RED LIGHTS**. Press the button above each light.  
   Repeat until the light turns red.  
   You should now see the laptop image on the projector screen and the monitor.

**Trouble shooting**: If you don’t see the laptop image make sure your **laptop output is activated**.

## To shut down when done:
1. Shut down the **computer** from **Windows shutdown**.
2. Turn off the **projector** with the remote.  
   Press **Power STANDBY**.  
   You will need to press Power STANDBY twice to confirm shutdown.

## To use your HDMI laptop:
1. Turn on the **power bar** on the desk. (Green light on means on)
2. Turn on your **laptop** as normal.
3. Connect the **cable** labeled **Laptop HDMI – HDMI1** to your **laptop** HDMI port.
4. Turn on the **projector** with the **remote**. Press **Power ON**.  
   Projector takes about 30 seconds to warm up.
5. Press **HDMI1** on the projector remote. (after projector is warmed up)  
   You should now see the laptop image on the projector screen.

**Note**: the desktop monitor is not used for HDMI.

**Trouble shooting**: If you don’t see the laptop image make sure your **laptop output is activated**.

## To shut down when done:
1. **Disconnect** the **cable** from your laptop.  
   Shut down if desired.
2. Turn off the **projector** with the remote.  
   Press **Power STANDBY**.  
   You will need to press Power STANDBY twice to confirm shutdown.