Projecting a Presentation

1. **Touch the “Touch Panel” to access the control system.**  
   Note: if the screen is black initially, you will have to touch the panel twice (first screen is a Red Cornell University screen)

2. **Touch the "Electronic Classroom" button,** this will bring you to the electronic classroom screen.

3. **Select your source (Computer, laptop, Document Camera, DVD/VCR)** If you use the document camera, you will need to turn the power to it on separately

4. **If the computer is off, the power button is in the middle of the computer in the cabinet,** the computer will automatically log on (no need to worry about passwords)

5. **The projector will activate once you select your source.** Note: It could take about 1 minute before an image is projected on the screen.

6. **You can select between sources as needed.** Note: It will take the projector about 20 seconds to switch between sources.

7. **To shut down the system after your done,** push the "Shut down" button in the lower left corner of the screen, you will need to do this a couple of times to fully shut down the system.

Contact John Hill (jeh24@cornell.edu, 5-1128), College of Human Ecology Computing Services Group, with any questions or problems.