Hazel Hall Projector Instructions

For rooms with the new Epson projectors:

1. Turn on the projector. These projectors cannot be turned on by the touch panel, you have to use the remote. For some rooms, you will find the remote at the podium or hanging inside of the AV cabinet. Press the orange power button at the top of the remote.
2. Plug your laptop in. The audio cable will go into your laptops headphone jack.
3. Select the correct input on the touch panel. It will be either “Local PC” or “Local Laptop.”
4. If you still do not have an image on the screen, press the “Source Select” button at the top of the projector remote. You may also need to press the Function(FN)+Display(F Key at the top of your keyboard, usually has a tiny monitor on the key) on your laptop.
5. If the issue still persists, please submit a ticket through our web help desk system.

For rooms with the original Christie projectors:

1. Turn on the projector using the touch panel. Press the green ON button.
2. Plug your laptop in. The audio cable will go into your laptops headphone jack.
3. Select the correct input on the touch panel. Again, this could vary, so try “Local PC” or “Local Laptop.”
4. If you still do not have an image on the screen, try the same function key as mentioned before.
5. If the issue still persists, please submit a ticket through our web help desk system

**Please remember to make sure the projectors are turned OFF when class is over.**