

USING THE CABINET COMPUTER WITH THE CEILING PROJECTOR IN THE LIBRARY'S COMMUNITY ROOM

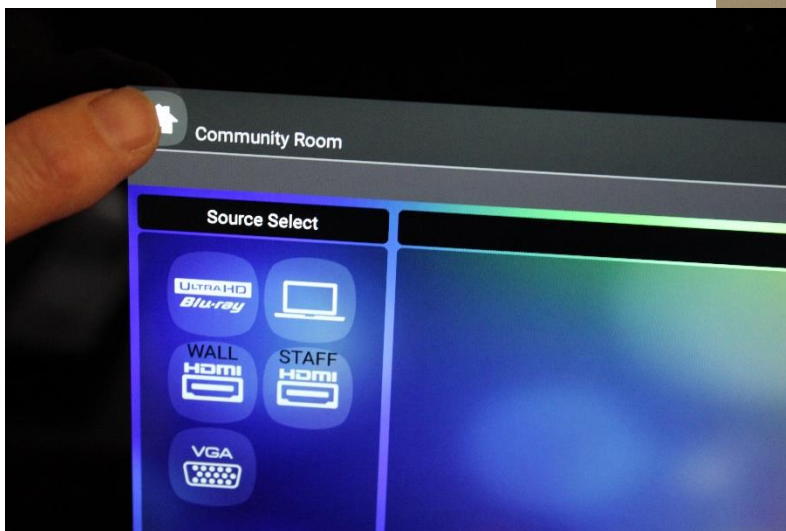
- **Unlock the padlock on the cabinet (using the key sitting on top of the cabinet; if not there, please ask for it at the circulation desk).**



- Turn on the cabinet computer (marked COMMRM) (next to the monitor) inside the cabinet (press the Power Button on the bottom right-side of the computer). If necessary, turn on the monitor (press the far button on the bottom right-side of the monitor).



- To turn-on the ceiling projector, on the Wall Control Panel, press the House Icon (in the upper left-hand corner, next to “community room.”)



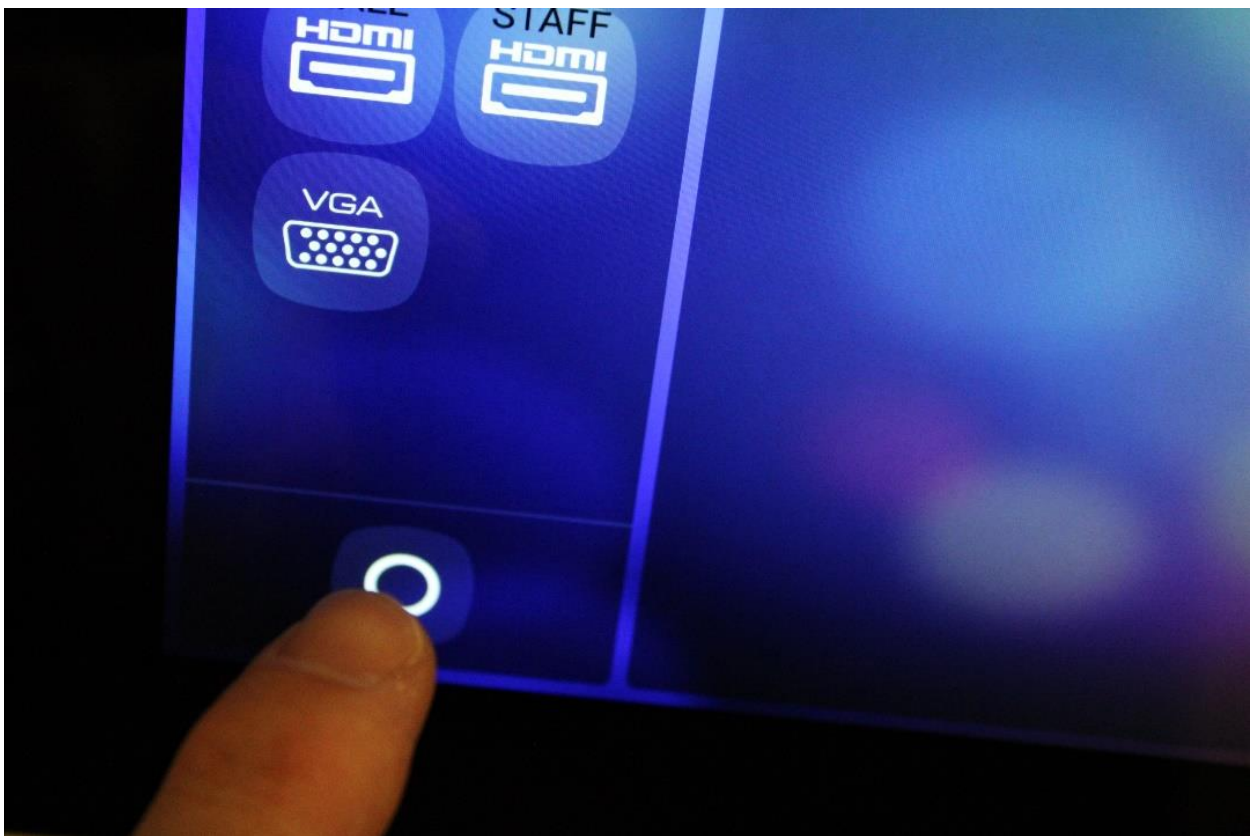
- On the Wall Control Panel, under “Source Select,” press the COMPUTER icon (just to the right of the Blu-ray icon).



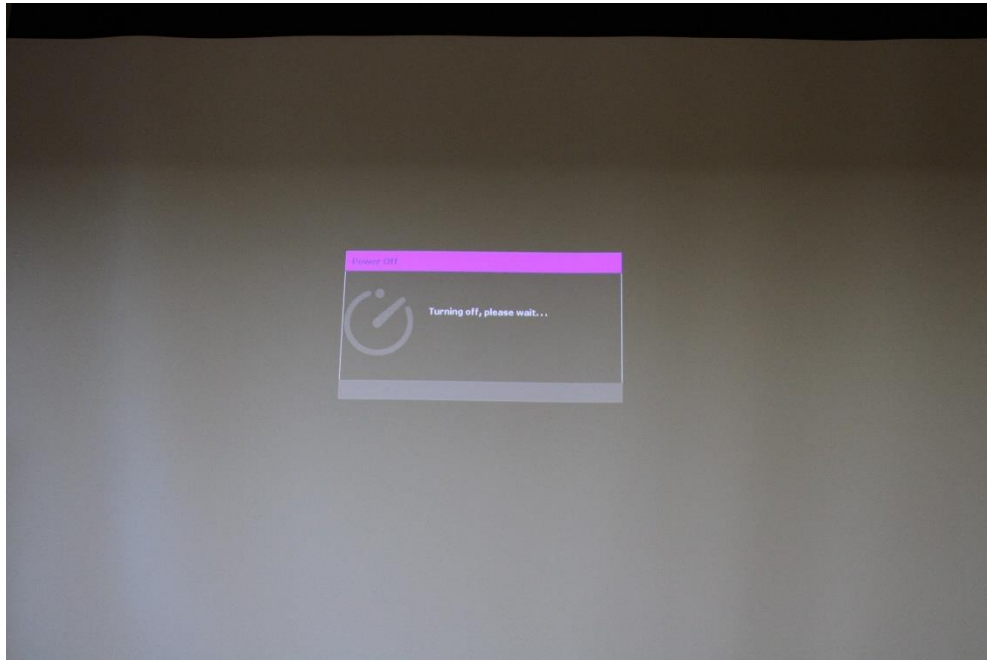
- It will take approximately 10 seconds for the ceiling projector to recognize the cabinet computer as the projection source. You should see the cabinet computer screen being projected onto the big screen in the front of the community room. You are now all set to begin your presentation.

TURNING OFF THE CEILING PROJECTOR

- To turn-off the ceiling projector, on the Wall Control Panel, press the O icon (in the lower left-hand corner).



- **Look at the projector screen in the front of the community room. You should see a pop-up window stating that the projector is powering down.**



- **Look at the ceiling projector to make sure it has turned off. There should be no light shining out of the projector lens. (The orange light on the ceiling unit stays on in “standby” mode, so this is nothing to be concerned about.)**
- **Please shut down the cabinet computer. If you lock the cabinet, please be sure the padlock key is left on top of the cabinet (NOT inside). Thanks.**