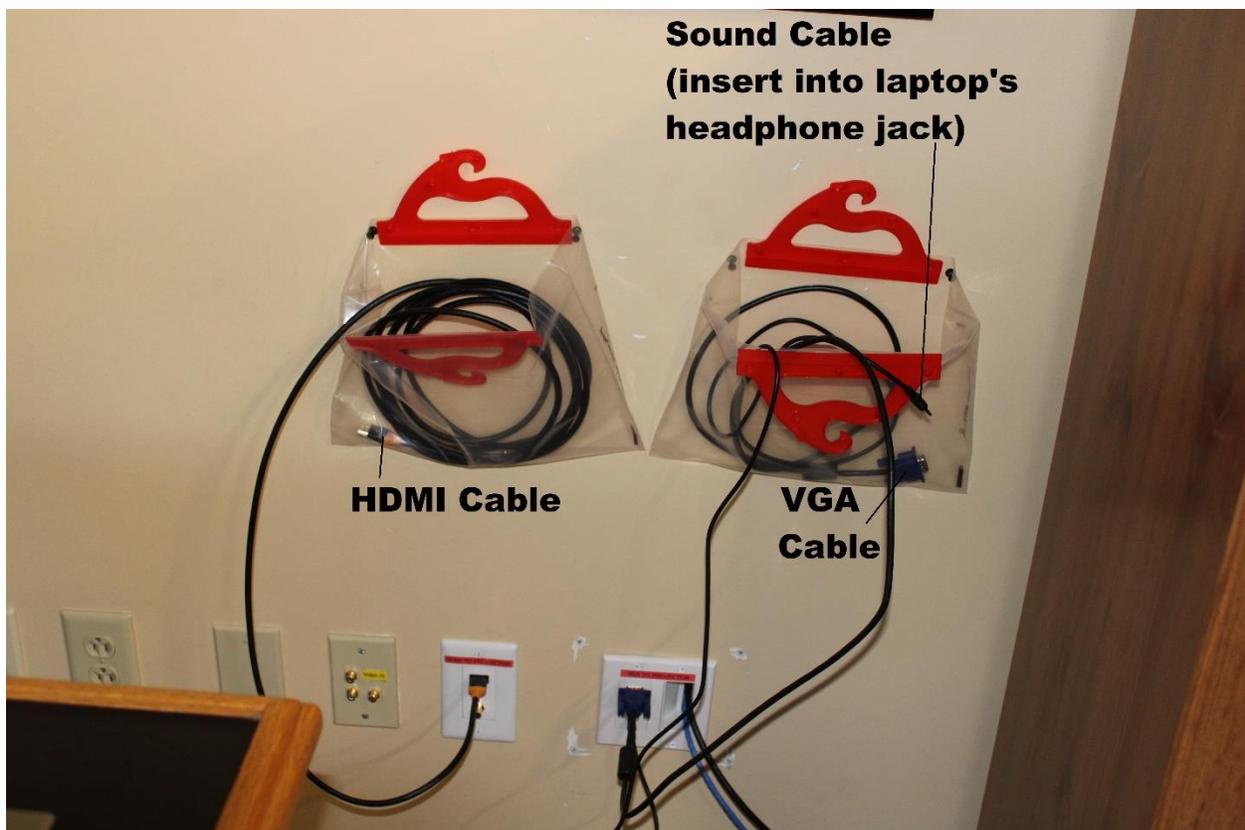


## USING YOUR HDMI LAPTOP WITH THE CEILING PROJECTOR IN THE LIBRARY'S COMMUNITY ROOM

- Find the HDMI video cable connected to the wall next to the cabinet in the front right side of the community room



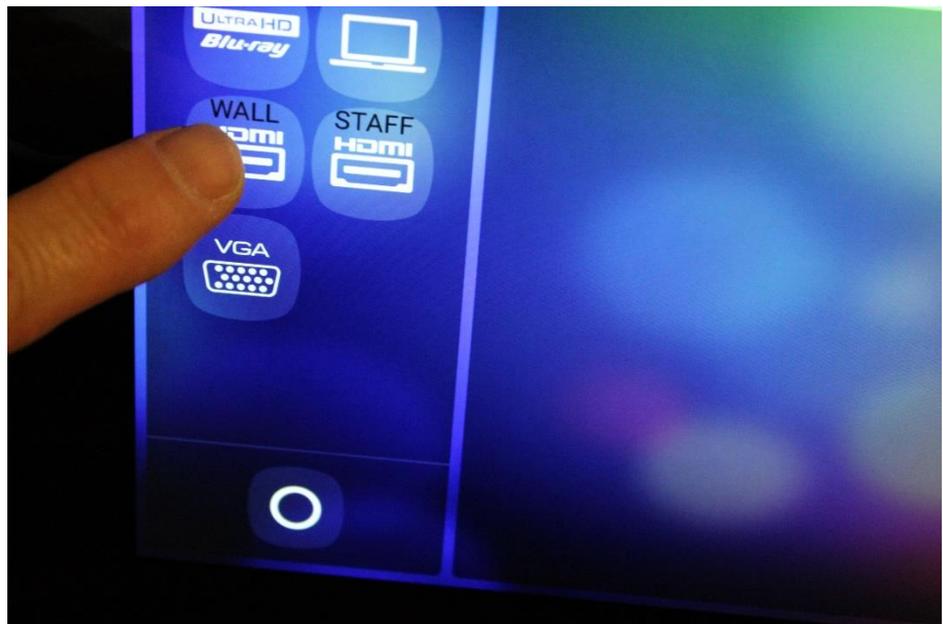
- **Connect the HDMI video plug to the HDMI video port on your laptop. Then, turn-on your laptop.**



- 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.”)



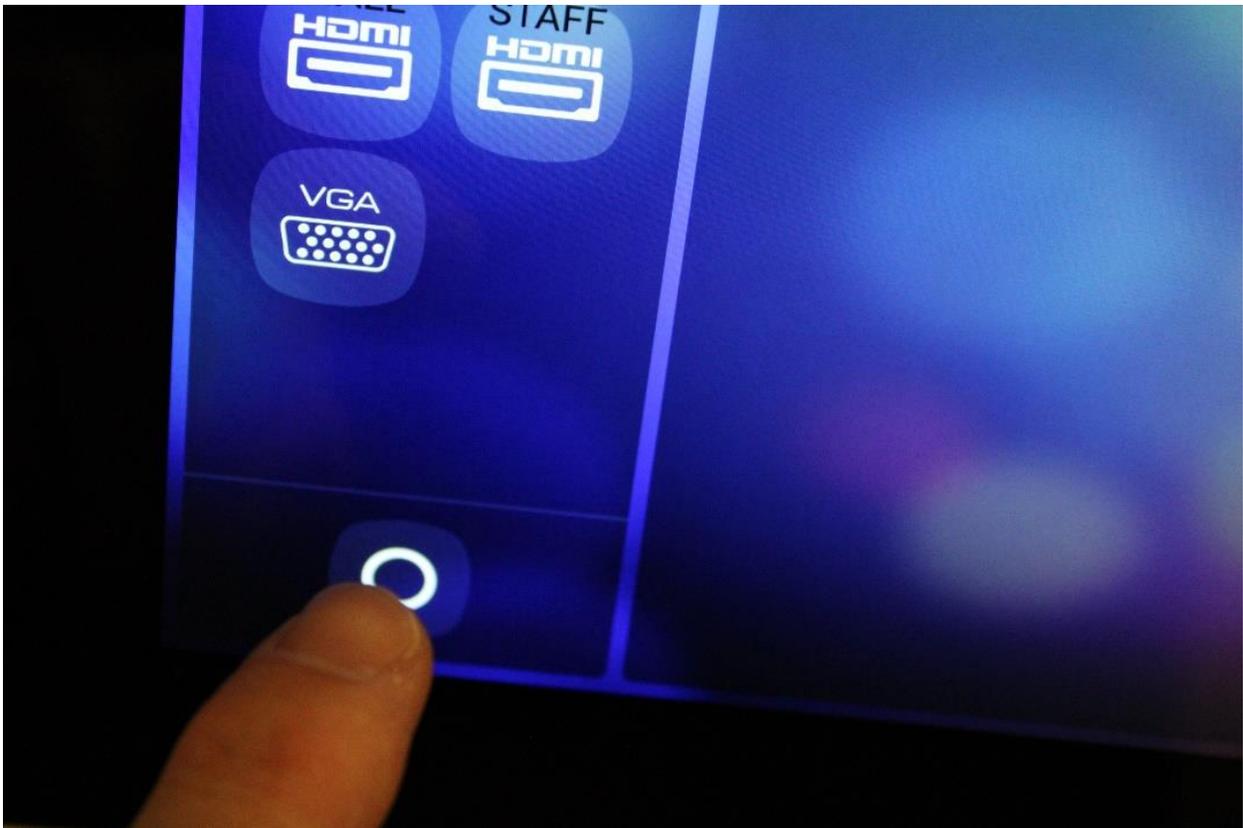
- On the Wall Control Panel, under “Source Select,” press the WALL HDMI icon.



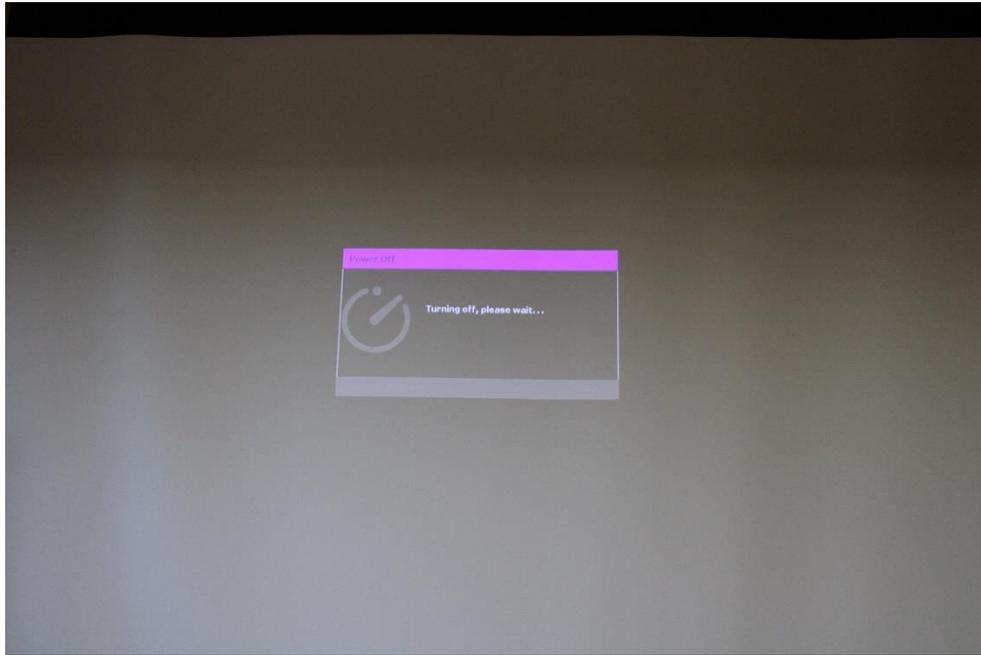
- It will take approximately 10 seconds for the ceiling projector to recognize your laptop as the projection source. You should see your laptop screen being projected onto the big screen in the front of the community room. You are now all set to begin your presentation.

### **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.)**
- **Disconnect your laptop from the video cable, and return it to the hanging bag on the wall where you found it. Thanks.**