# A computer keyboard and a power button Description automatically generatedStarting

* Take off the blue cloth
* If the projector is needed:
  + Power on the projector using the remote in the top rack drawer
  + Select the desired video input using the video switch in the rack.
  + Lower the screen using the swtich on the wall

# Using The Computer:

* Power on the monitor (on the right *lower corner of the monitor, the button on the most right, with a label saying “POWER BUTTON”)*
  + Press **Ctrl + Alt + Delete**
* Type password : “KidsMedia18” – no quotes
* Open Firefox (located on the taskbar at bottom)
* Open the slides (If you receive the slides from your email, you can login in your email and then download the slides from there)

# Selecting Video Source

* Choose the video source using the video swtcih in the rack. “UAC” for the permanent system, “Guest” to use your own laptop, and “Bluray” for the disc player.

# Ending --- TURN OFF EVERYTHING

* Power off Projector (Click twice), using the remote
* (wait one minute after powering off the projector) Power off the rack switch
* Cover the system with the blue cloth
* Raise the screen if it is lowered using the swtich on the wall

# Tips

If the projector is not showing anything (blank blue screen), **check if the HDMI is plugged in properly.**

Extending the display (once the projector is on) – allows you to display PPT slides nicely

* Windows: Press both **“Window” and “P”** to bring out the menu for projector options. This will show up on the right of the monitor. You can choose **“extend”**
* Mac: Using Control Centre, select “Screen Mirroring” and “Use As. Separate Display”

Sound from your computer can be sent via the HDMI (if using the projector). You may need to set that using the computers audio settings.

# Notes

* The computer should be left on at all times, but if it is off, the power on the computer (big button underneath monitor, with a label saying “POWER BUTTON”)
* The sound system switch should be left in the on position at all times, but if needed, the power *is on the back of the sound system*