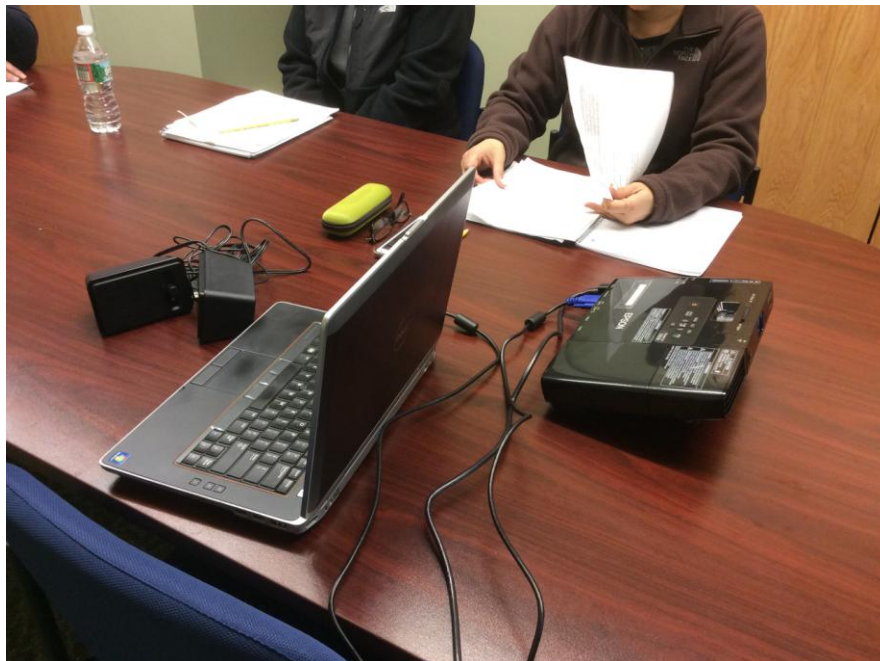


## Peabody Institute Library Conversation Circles Equipment Guide


### Connect Laptop with Digital Projector:

Step 1: Plug in both pieces of equipment; connect them using the cable with blue plugs in the Epson Digital Display tote. There's a switch to open and close the lens of the projector and a button underneath the projector to extend the leg and elevate it. Here's what it looks like when connected:



Step 2: Turn on Epson Projector. Projector Names are ENGIRCLE1 or ENGIRCLE2

Step 3: Turn on Dell Laptop. Laptop Name is ESL\_W1  
Select USER on laptop. No password is required.

- Step 4: From Windows START menu  select Easy MP Network Projection for wireless connection between the laptop and the digital projector. You will see several Projectors listed. Select the Projector that matches the one you are using. (If you don't see the Projector that you are using, you can search manually for it by its name.)
- Step 5: Project onto desktop screen or wall. It's not necessary to use the extendable table screen if you are projecting in the 3<sup>rd</sup> Floor Conference Room. The best place to setup the projector is to have it display against the back wall, over the window. See Below. The projector has a remote, including on/off switch.



Brother Color Printer/Copier:

- Step 1: Plug in to wall outlet.  
Step 2: Power button is on lower corner, right side in the back.

The laptop and printer are networked for printing.

Remember to TURN OFF and STORE all equipment in locked closet when not in use.