



Town of Middlefield

Communications Committee

Auditorium Laptop Instructions

Preliminaries

1. Get the laptop cabinet key from the Selectboard office.
2. Retrieve the laptop and the Epson remote from the small cabinet on the left.
3. Make sure the laptop is charged and/or plugged in.
4. Use the pole hanging to the right of the enclosure cabinets to pull down the screen.
5. Point the Epson remote at the overhead projector, push the  button and wait for the projector name to display.

Projecting from the laptop

1. Press the  button and wait for the laptop to boot into the Windows desktop (no password required).
2. Point to the  icon on the taskbar to see that you're connected to the Public_Library wireless network.
3. Tap the  icon on the taskbar to launch the EasyMP Network Projection app.
4. Check the box on the far left to select the "Town_Hall" projector.
5. Click **Connect** to project your laptop display on to the screen.

When you're done

1. Turn off the Epson projector.
2. To retract the screen, pull down and let go as you would with a window shade – it will sloooowly retract.
3. Make sure that the laptop is 100% charged and ready for the next use.
4. Shut down the laptop, lock the laptop and remote in the cabinet, and then return the key to the Selectboard office.

Hooking up audio

To hook up audio to the laptop:

1. Connect the 3.5mm audio cable from the Audio In outlet to the left of the stage to the audio jack of your laptop.
2. Turn on the power switch to the left of the enclosure cabinet.
3. Turn on the power to the Behringer Europower Mixer.
4. Set the Sescom switch to A (Ext Audio).
5. When done, set the Sescom switch to B (Blu-ray), and then turn off the Mixer and power switch.