




Using Technology in Edina Community Center Room 329

To Project a Presentation from Our Laptop

1. Turn on the laptop. The power button is on the top left, above the f1 key.
2. Log into the system.
 - a. Press control-alt-delete simultaneously
 - b. For username, enter **adulted** and for password, enter **educate2008**
3. Turn on the wall/ceiling mounted Epson Projector. Use the white Epson remote. The power button is the **blue** one at the top left of the remote. A green light on the projector will start flashing when the unit is turned on.
4. You should now see the laptop screen projected on the Idea Board.
If not, here are **two tips for troubleshooting**:
 - a. Check the source. Click the SourceSearch button on the top right of the remote, and it will automatically find the correct source (Computer1 in this case)
 - b. Make sure your laptop and the projector are talking to each other. Press the windows key () + **P** key simultaneously, then choose "Duplicate."
5. If you need **audio**, make sure that the audio cable from the wall is plugged into the headphone jack on the laptop. Make sure that the volume is not muted on the computer. You can adjust volume on the white Epson remote by pressing volume up and down.
6. About the Idea Board: your presentation will project onto the Idea Board. You can also write on the Idea Board with dry-erase markers. **Use only dry erase markers on the Idea Board!** Wipe off the board when you are done with the cloth provided.

When You Are Done

Please turn off all devices. You will need to push the power button twice to turn off the projector.

If You Need Help


- During regular business hours, call Edina Community Education at 952-848-3952.
- Evenings and weekends, our wonderful custodial staff may be able to help. Reach them at 612-875-1055.

If You Are Using Your Own Laptop

See instructions on reverse side.



To Project a Presentation from YOUR Laptop

1. Attach either the VGA or the HDMI cable to your laptop, depending on which connector your laptop can handle. If you need a special adapter (for a Mac, for example), it is your responsibility to bring this.
2. Turn on your laptop.
3. Turn on the wall/ceiling mounted Epson Projector. Use the white Epson remote. The power button is the red one at the top left of the remote. A green light on the projector will start flashing when the unit is turned on.
4. You should now see your presentation projected on the Idea Board.
If not, here are **two tips for troubleshooting**:
 - a. Check the source. Click the SourceSearch button on the top right of the Epson remote, and it will automatically find the correct source (Computer1 in this case)
 - b. Make sure your laptop and the projector are talking to each other. On a windows laptop, press the windows key () + **P** key simultaneously, then choose "Duplicate." On a Mac, click Apple Menu -> System Preferences -> Display and mirror displays.
5. If you need **Wi-Fi**, find the "Edina Open" Wi-Fi and enter **guest** for username and **guest** for password
6. If you need audio, plug the audio cable from the wall into the headphone jack on your laptop. Make sure that the volume is not muted on your computer. You can adjust volume on the white Epson remote by pressing volume up and down.
7. About the Idea Board: your presentation will project onto the Idea Board. You can also write on the Idea Board with dry-erase markers. **Use only dry erase markers on the Idea Board!** Wipe off the board when you are done with the cloth provided.

When You Are Done

Please turn off all devices. Please return all cables to the correct places.

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