Upon entering the room if using the in-room system:

1. Power on the VGA switch in the left pull-out drawer, confirm that “Computer” is selected for using the in-room computer or select “Laptop” if using a laptop.
2. Use the Epson remote and press the RED button to power on the projector.
3. Open the front cabinet and confirm computer is on or turn it on.
4. If the projector does not display the computer information hit the “Source Search” button on the Epson remote. It should automatically locate the active input. The in-room computer is “SourceComp 2”

When recording in this location, the best audio and video results will be achieved if you present from the instructor desk. The webcam is the video and microphone source.

When using Zoom be sure to start Screen Sharing before starting the PowerPoint Screen Show.

If you have trouble with your Sound output be sure that the Sound Output device is set to “Speakers/Headphones (Realtek...)”.

If you have trouble with your microphone be sure that the Sound input device is set to “Microphone (HD Web Camera)”.

To improve projector focus or location, press the AUTO/4 button on the Epson remote.

If any of the devices are not working leave everything plugged in and turned on then RESTART the computer.

When recording with Zoom be sure you save the recording to the cloud and NOT to the local computer.

Laptop Use

There are VGA and Audio cables for laptop use with the in-room projector. If recording with a laptop you will need to supply your own camera and microphone.

Document Camera Use

To output the document camera to the projector, select “DocCam” from the VGA switch. If the projector does not display the doc cam information hit the “Source Search” button on the Epson remote.

DO NOT unplug any of the in-room cables from where they are currently located.

Be sure to turn off the Projector when you are finished unless another class is starting after you.

If you have difficulty, please contact:

Gary Tyler: 573-882-5380
Cynthia Richards: 573-884-4433
Contact info for other CAFNR IT can be found at: https://mycafnr.missouri.edu/services/cafnr-it/