

# Tech Bundle User Tips

## **Contents Tour**

Qty. 1 – 6510B with DVDRW

Qty. 1 – Speaker System

Qty. 1 – Epson 83+ LCD Projector

Qty. 1 – Keyspan Presentation Remote

Qty. 1 – 25 Foot Patch Cable

Qty. 1 – Microsoft Wireless Notebook Mouse

Qty. 1 – CD Nylon Wallet

Qty. 1 – Targus DEFCON® CL Laptop Computer Cable Lock

Qty. 1 - BRETTFORD ECILS1FF-BK Projector Cart

## **How will the Bundle be delivered?**

CDW, Government, Inc. our hardware provider will arrange with their local installation partner CCM (Cascade Computer Maintenance) for delivery of all the above components. They will bring into your room, unpackaged, set up the pieces, verify that everything is in good working order, cable (including security locks), set-up the projector and laptop according to district installation documents and then take all debris away from classroom.

## **Will the technician show me how to use?**

No, that is what this training is for and due to the amount of bundles being delivered in the district they have tight delivery schedules and need to continue moving.

## **Will the technician interrupt my instructional time?**

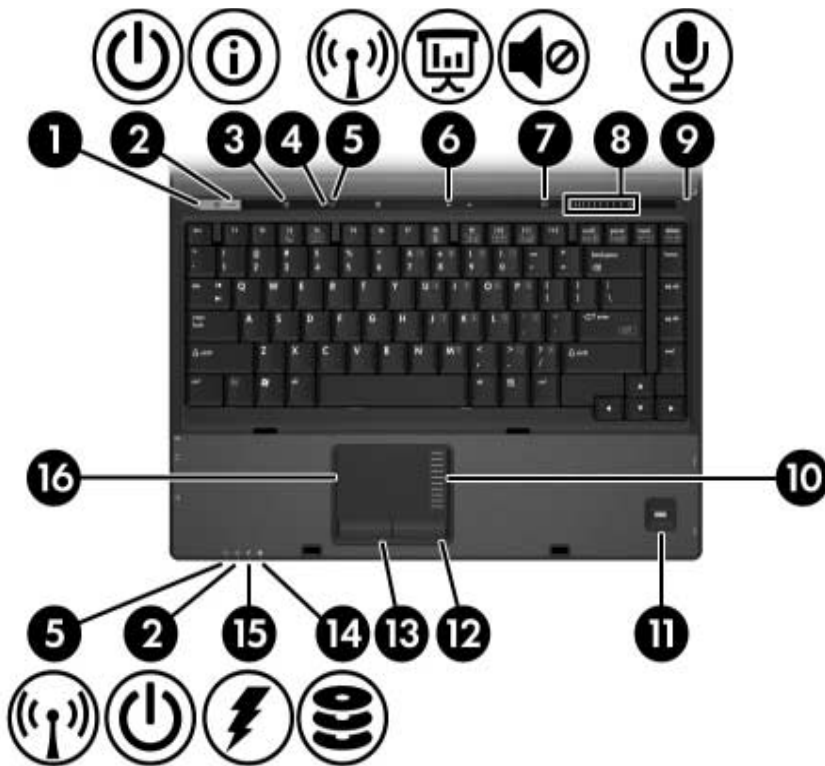
CCM/CDWG's technicians have been delivering computers to the district for over 6 months with little disruption. You will be aware of the date of installation and the window. They have been instructed to quietly proceed into the classrooms while staff is teaching. The only item that they will need you for is to sign-off on the sheet that verifies that all hardware arrived per the order. Please take the 2-3 minutes to sign-off on this for your protection.

# Laptop User Tips

## General Laptop Safety:

- Do not place on floor (you will step on it)
- Do Not Hold by the Screen
- Always secure or lock-up
- Do not share your password
- Always carry in “approved” laptop carrying case
- Keep away from liquids
- AC Adapter Safety

## Feature Tour:



Component	Component
1 Power button	9 Internal microphone
2 Power lights (2)	10 TouchPad scroll zone
3 Info button	11 Fingerprint reader
4 Wireless button	12 Right TouchPad button
5 Wireless lights (2)	13 Left TouchPad button
6 Presentation button	14 Drive light
7 Volume mute button	15 Battery light
8 Volume scroll zone	16 TouchPad

### **General System Maintenance:**

- Touchpad sensitivity (start – control panel – printers & other hardware – mouse – hardware tab – touchpad (synaptics) – advanced settings tab)
- Disk Defragmenter (found under “start” - “all programs” – “accessories” – “system tools”)
- Hibernation: Takes your computer down to just above power off level. To “wake” your computer press the “power” button firmly/quickly once.
- “Hard Shut Down”: If computer completely freezes on you press and hold down the power button for several seconds.
- To Set your Power Settings: Click on... “start” – “control panel” – double click on “power options” icon... Set your preference under the “power schemes” tab and under the “advanced” tab

### **Function (FN) Keys**

- Fn+F3 - Sends computer into hibernate
- Fn+F4 - Toggles inbetween display options
- Fn+F8 - Takes you right into power options
- Fn+F9 – Decreases display brightness
- Fn+F10 – Increases display brightness

# Epson 83+ Projector Use

## **Key Components:**

Cabling the Projector  
Turning on the projector  
Focusing and Zooming the Image  
A/V Mute Slide  
Keystone Button  
Front Adjustable Foot  
Security Lock Slot  
Menu button  
Esc Button

## **How do I check my remaining lamp hours?**

Click on Menu Button  
Scroll Down to Info

## **How do I clean the lens?**

Use a canister of compressed air to remove dust. To remove dirt or smears, use lens-cleaning paper or moisten a soft cloth with lens cleaner and gently wipe lens.

## **How do I clean the air filter?**

Turn off the projector and let cool down  
Unplug projector from power  
Air filter is on bottom side of projector underneath the lens area  
Slide filter out gently clean  
Slide filter back in

## **Why is there no image on the screen?**

Projector may be in standby or sleep mode... If the projector has not received any signal for 30 minutes it turns off the lamp to save power and bulb life. If you notice the power button is orange, press once to on the projector

Check the video signal... Easiest way is by the HP Function key...

Check the cables including power cables

## **I think my bulb is dead?**

Call IT Service Desk

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## Quick Start Guide

### Turning the Projector on:

If your projector is ceiling mounted the projector will be powered on by the power button on the wall plate in your classroom or by the remote control.

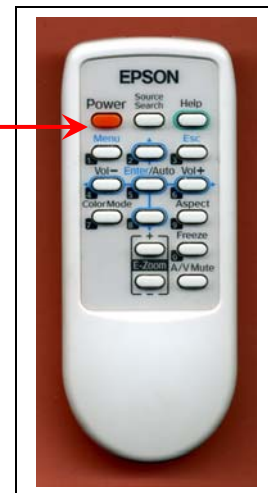
If the projector is on a cart you can press the power button on the top of the unit or the power button on the remote control. Make sure the lens cover is open and the computer, or other source equipment you are using, is powered on.



### Perfecting the Image:

If you need to sharpen the image use the focus ring on the top of the projector.

If you need to make the image smaller or larger to fit the screen use the zoom ring on the top of the projector.



Remote Control



### A/V Mute Slider:

If the projector is on a cart, you can mute the projector by sliding this door closed. This does not power down the projector.

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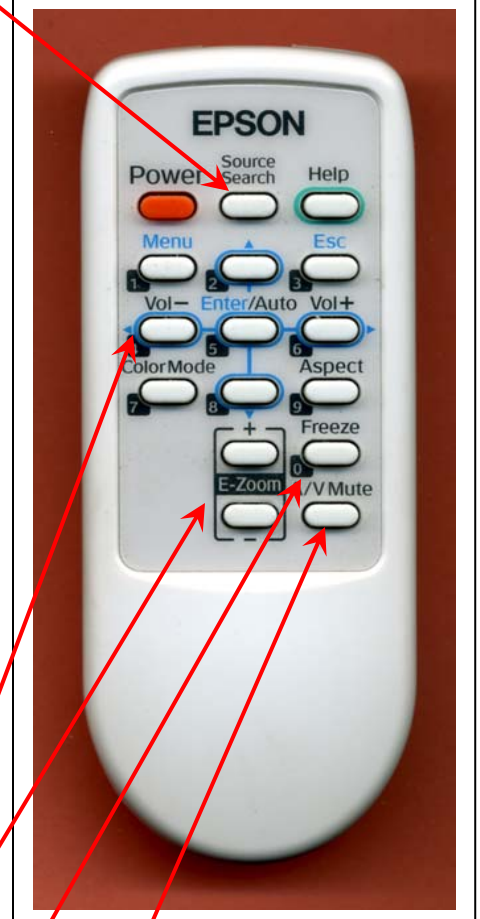
## Displaying correct source image:

If you are using both a computer and other source equipment such as a DVD/VCR or Document camera you may need to switch to the correct source by pressing the Source Search button on your remote control.

## Using the remote:

The remote has several options on it for added flexibility in using the projector the following are a few of the most popular:

- **Volume-** You can increase or decrease the volume by pressing the Vol - or Vol + buttons.
- **E-Zoom-** press the + or - buttons if you would like to zoom in on part of the displayed image to enlarge it. Press the esc button to return to normal.
- **Freeze-** Press the freeze button if you would like to freeze the image on your screen (presentation and sound continue unless stopped)
- **AV Mute-** Use this button if you would like to call attention off of the screen and back to you. It will return the screen back to the start up screen (The Start up screen can be customized within the menu). Press the AV Mute button again to return to your presentation.



## Shutting down the projector:

Use the Power button on the remote control or the projector itself and press once. You will see a message asking you if you are sure you want to shut down. Press the power button again if you are sure you want to shut down at this time.

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## Input Connection

