**Please Note:** This room’s PC does NOT have a DVD drive. If you are planning on playing a DVD, CD, etc. you will need to use the room’s DVD or Blu-ray player.

**Need to access files saved on a DVD from the computer?** You can arrange for use of a portable optical drive by contacting the ITS Help Desk at ext. 8340.

Staff can also provide assistance outside of class time with moving files off a disc to D2L, Google Drive, etc. so you can access the files without needing to use a portable optical drive.

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**Churchill Tower 206 - Level 3 Classroom - Seats 38**

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Room Features</th>
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</thead>
<tbody>
<tr>
<td>• LCD projector with remote control</td>
<td>• Seats 38</td>
</tr>
<tr>
<td>• Windows computer</td>
<td>• Tablet arm desks (non-movable)</td>
</tr>
<tr>
<td>• DVD player unit with remote control</td>
<td>• Light switches by door</td>
</tr>
<tr>
<td>• Ability to connect a presenter’s laptop</td>
<td>• Internet and network access</td>
</tr>
<tr>
<td>(VGA &amp; HDMI)</td>
<td>• Phone (located in hallway)</td>
</tr>
<tr>
<td></td>
<td>• Chalkboard (front wall)</td>
</tr>
<tr>
<td></td>
<td>• Whiteboard (on stand in corner)</td>
</tr>
</tbody>
</table>

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**Instructor’s Table with Hide-Away Computer Monitor**

The equipment for this room is located at the instructor’s table, which has a Hide-Away feature for the computer monitor.

Lowering the computer monitor into the table when not in use provides the students a clear view of the chalkboard, as well as provides the instructor an unobstructed view of the students. In addition, this table design includes tabletop power plugs and cables for laptop connectivity inside the cable cubby.

Follow the instructions below to use the computer monitor. Simply reverse the steps if you wish to lower the monitor inside the table.

- Lift open...
- ...and pull the monitor up...
- ...to use it during class.

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**Powering Up the Equipment**

The LCD projector is controlled using the EPSON remote control.

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CT 206 seats 8 students.

CT 206 is equipped with one chalkboard.

The projection surface is a standard whiteboard and can be written on with dry erase markers.
Lighting controls are found by the door.

Press the blue POWER button to turn on the LCD projector. After pressing POWER, wait until the projector has warmed up before selecting the desired source button on the EPSON remote control. The projector will not receive the command to switch until after it has finished warming up.

The resident computer and DVD player are powered on using the appropriate button located on each device.

**Volume**
The adjustment of volume is done using the volume buttons on the EPSON remote control.

*NOTE:* Computers have their own volume controls which may need to be adjusted separately.

**Resident Computer @ Equipment Rack**
Press the POWER button on the resident computer to turn it on. **CT 206 is equipped with a rack-mounted HP computer.** USB ports are located next to the computer's power button.

Once the computer has been powered up, press the COMPUTER button on the EPSON remote control until the projector is set to COMPUTER 1 mode to display the image on both the monitor and LCD projector simultaneously.

**DVD Playback (via the DVD player)**
Once the equipment is powered up, insert your disc into the SONY DVD player. The DVD player is controlled using the buttons on the unit or the corresponding SONY remote control provided.
Press the VIDEO button on the EPSON remote control until the projector is set to VIDEO mode to display the DVD player image on the LCD projector.

**Connecting a Laptop**
The cables needed for connecting a laptop computer are found inside the cable cubby on the instructor's table. The HDMI connection carries both video and audio. For more information see [Selecting HDMI Audio Output](#).
### Using the VGA Cable
1. Plug the VGA cable into your laptop’s VGA port.
2. Plug the audio cable into your laptop’s headphone jack.
3. Press the COMPUTER button on the EPSON remote control until the projector is set to COMPUTER 2 mode.
4. If needed, set your laptop to display on a secondary display.

### Using the HDMI Cable
1. Plug the HDMI cable into your laptop’s HDMI port.
2. Press the VIDEO button on the EPSON remote control until the projector is set to HDMI mode.
3. If needed, set your laptop to display on a secondary display.

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Don’t have a VGA or HDMI port on your laptop? Visit [Training & Support](#) to find out what type of adapter is needed to connect your laptop.

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**Powering Down the Equipment**
Press the blue POWER button twice on the EPSON remote control to turn off the LCD projector. The resident computer and DVD player must be powered off separately. **Instructions for shutting down the computer are found below.**

Be sure to remove any media from the equipment before shutting it down.