



AV guide for the CoLab Room

Connecting to the projector in the CoLab

- Ensure that the projector is plugged into a power socket and turn on either by pressing the power button on the remote control or on top of the projector.
- Connect the HDMI cable to your laptop. Please ask a TMP host if you require an adapter.
- This should automatically display the laptop screen. If not, please check your laptop display settings.

Using the built-in speakers on the projector

- Connect to the projector following the instructions above.
- Most laptops will automatically detect and connect to the projector speakers. If not, go to the sound settings and change the output to **EPSON PJ (Intel®) Display Audio**.
- You can control the volume by using the buttons on the remote control or on the projector.

Using the camera and microphone (USB connection only)

- Please ask a TMP host if you require a webcam for your meeting.
- Connect the webcam to your laptop using the USB connector and wait for your laptop to complete the setup. This usually takes 60 seconds and there is usually a prompt once it's completed.

- Open the platform you are using for the call (Teams, Zoom, Skype...) and do a test call to ensure that the camera and microphone are working correctly.
- Most laptops will automatically connect to the camera and microphone, if not, you can change this on the call settings.