ITS TechDocs

Stager 320: Directions for Use

Last Revised 10-7-20

General Directions

1. Press the **ON** button on the A/V rack to turn on the system. Rack is located on the wall to the left of the Whiteboard. The projector will turn on automatically. Choose a source by pressing one of these buttons:
**HDMI   USB-C   VGA
Bluray**
2. Control the **Volume** with the Volume control knob.
3. Always press and hold the **Off** button to shutdown the projector and system when you have finished.

N.B. - Do not use **Video Mute** to shut down - you will burn up the projector. Always Unmute before shutdown.

To Display a Laptop

1. Press the Video Source you desire: **HDMI** or **USB-C** or **VGA**.
2. Attach the appropriate cable to your laptop or device.

N.B. - You may need to change your laptop's resolution in **System Preferences**> **Displays** to
    "Optimize for Extron Scaler A" to see your screen in its best format

To Display a Bluray or DVD disc

1. Press the **Bluray** video source.
2. Use the **LG** remote to control the Bluray/DVD playback.
3. Press the **Open/Close** button on the remote to eject the tray. Insert your disc. Press the **Open/Close** button again to close tray.
4. Press **Disc menu** on the remote to access the Disc menu and its options. If your disc does not respond, press **Info/Menu**. Arrow over to **Title/Popup** on screen. Press **Enter**.

To Use the BrightLink Whiteboard

1. Choose any Source and send it to the BrightLink whiteboard **OR** Press the ⏻ button on the white Epson control box on the wall to the right of the BrightLink projector**.**
2. Touch the screen with the electronic pen or with your finger. Along the bottom of the screen a **Projector Control** menu will appear. Press the 🔁 icon there to see a list of possible sources.
3. Choose:
Whiteboard
OR **HDMI1** (All laptop connections)
OR **USB1** (to open files directly from a USB stick inserted into the Epson control box next to the BrightLink).

4. You can view the Whiteboard and another source in split-screen mode. Tap on to jump, or drag the 📶 icon partway across the screen. To return to viewing one screen only, tap on to jump, or drag the 📟 icon all the way to right or left.

5. Click the electronic pen or your finger on the ◀ icon projected on the screen to see the vertical toolbar.

6. Press the ✏ annotation mode icon to mark up a source or the whiteboard. Or, press the 🖱 PC Interactive Mode icon to interact with your laptop , using your finger or the ePen as a mouse. To do this, you must also attach a USB B-to-C cable from the Epson box to your laptop, AND an **HDMI** or **VGA** cable from the rack.

7. You can open a file from a USB drive to view or mark up 📂 OR Save a marked-up file to a USB drive from the

BrightLink Screen. Insert the USB drive into the jack on the control box. Press the 🖫 icon to Save to USB.

8. A Marked-up Source can also be Captured and saved. Press the 📷 icon to Capture. Save from Whiteboard.

9. A Saved marked-up file OR Whiteboard screen can also be sent to an email address. Press the ✉ icon to email a file. Enter your email address.

10. If you wish to connect your laptop or IOS device to a BrightLink projector wirelessly, please contact Wendy Baker Davis *4467 for assistance in advance.

N.B. - The projector IP address can be displayed by pressing the 🏠 icon on the BrightLink projector.
   - You may have to press the **Source Search** button on the Epson wall box when connecting wirelessly. It will find the **LAN** source and display your output. Or press the ⤒ icon on the BrightLink projector and select **LAN**.

11. Click on the ? icon to get help with the Whiteboard Toolbars.

Final Shutdown
1. Remove any DVD or Bluray discs, and any USB drives.
2. Place the electronic pens back in their storage box.
3. Coil up the **VGA** and **HDMI** and **USB-C** cables individually, so they will not be stepped upon.
4. Always press and hold the **Off** button to shutdown the projector and system when you have finished.

For Assistance: Call the ITS Help Desk: 717-358-**6789**