



WAPS Projector Best Practices

Check to make sure your computer, projector and Smartboard are working properly together. Test the audio and verify the touch function is working if you are using a Smartboard. Please refer to the list below to help ensure that your projection system is in the best working condition throughout the year.

1. If you changed rooms or projectors from last year, your computer may need to have the display settings adjusted to display a full screen image on the Smartboard screen. Refer to this [video](#) for instructions.
2. If your projector uses a VGA type connection, check to make sure you have a working VGA to HDMI adapter to connect your projector to your computer. If you changed rooms and removed the adapter from your previous room, please return it to the original location to reduce the number of adapters needing to be replaced.



3. Give your projector a 15 minute break once or twice a day if possible. The fans run continually and it is good practice to let the fan and the projector cool down periodically. Never leave the projector running for extended periods when not being used.
4. Remember that the AV Mute function of your projector does NOT turn off your projector. We highly recommend not using this feature as we have had projectors left running in this mode for significant periods of time, damaging the lamp and/or projector.
5. Submit a tech support ticket as soon as possible for any warnings that may appear on your screen. Some issues can be resolved quickly and inexpensively if we are notified about them right away.

If you have any issues with your projector or Smartboard, please please submit a [tech support ticket](#) so the problem can be addressed as quickly as possible.