

AUDIO/VISUAL SETUP AND USE AGREEMENT

INSTRUCTIONS INCLUDED

AGREEMENT

WCP Wireless / Guest User Agreement

- a. It is hereby understood that any guest user connecting a computer and/or mobile device to the Whatcom Center for Philanthropy ("WCP") Guest Wireless Network, fully agree to the terms and conditions found herein. Furthermore without prejudice, will not hold WCP, its Board of Directors, Officers, Management and Employees now or in the future, accountable and/or responsible and/or liable for any unauthorized access, breaches, loss or damages intentional or otherwise, which may occur physically, logically, directly or indirectly while connecting and/or due to the use of WCP's Guest Wireless Network.

Terms and Conditions for Accessing and Using WCP's Guest Wireless Internet Access Network

- a. WCP Guest Wireless Network is provided as a service to WCP authorized guests only. WCP authorized guests are required to use this wireless access in a responsible manner and in accordance with all Federal and State Laws which apply to all guest user activities while connected to WCP's Guest Wireless Network. Authorized guest users shall not assume any expectation of privacy while connected to the WCP Guest Wireless Network.
- b. WCP reserves the right to monitor all user activities while connected to WCP's Wireless Guest Network. WCP reserves the right to refuse access or terminate connectivity to the WCP Guest Wireless Network at any time and without notice. WCP is not responsible for any materials, information, products or services on the Internet and does not guarantee the accuracy, integrity or quality of any communication made over WCP's wireless Internet access system. Technical support of any kind is not available. WCP does not warrant that wireless access to the Internet over the system will be uninterrupted, error-free, or free of viruses or other harmful components.

SET UP AND USE INSTRUCTIONS

SET UP (TV) to Mirror your Laptop – Hardwire or Wireless

A. TV Connection / Hardwire Instructions:

Turn on Television with black remote, change input to HDMI2, use HDMI cord (in cabinet below, bottom shelf) to plug into Wall (labeled) to far right of sink and plug into device, turn the audio on (Furman – black faceplate on wall by HDMI cord) and adjust the volume next to it accordingly. When done, turn audio and TV off.

B. TV Connection / Wireless Connection Instructions **Using Lite Show Manager (requires a software download) for PC's and Apple Devices:**

1. Sign on to **WCP Guest WiFi** - password: **Welcome2WCFP**
2. Launch Internet Explorer or Chrome
3. Turn on the TV (you may need to switch the *Source* to "HDMI1" (typically it will already be set this way)

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4. Type in the IP address in the address bar of your browser to install **Lite Show Manager** software
 - a. Large Conference Room IP Address: 192.168.92.222
 - b. Small Conference Room IP Address: 192.168.92.224
 - i. Select **Login** (no password)
 - ii. Select **Download** (choose PC or Mac as appropriate)
 - iii. **Run** the program
 - iv. Select **Next**
 - v. Select **Accept**
 - vi. Select **Next**
 - vii. Select **Install**
 - viii. **Yes** to allow software
 - ix. Select **Finish**
 - x. **Yes** to allow

Lite Show icon should appear on your desktop now.

5. Only one device can be used at a time, either the TV **or** the Projector. (*make sure TV source is on HDMI1*)
 - Double click the Lite Show icon on your desktop
 - a. Select WCP Guest
 - b. Select appropriate conference room
 - Check the controls on the wall for the overhead speaker (Furman – black faceplate) is on. In addition, the volume control dial is next to it.

NOTE: You may experience a noticeable audio/visual lag while viewing You Tube or Ted Talks etc. when using the wireless method.

C. TV Connection / Wireless Connection Instructions Using **Apple TV – for wireless screen mirroring (can only use with Apple device)**

Make sure you are on the WCP guest WIFI

1. Sign on to **WCP Guest WiFi** - password: **Welcome2WCFP**
2. TV / Source HDMI3. Open “Airplay” on your mac, turn on “screen mirror” and enter the code # that is on the screen.

OPERATING INSTRUCTIONS (PROJECTOR)

Only one device can be used at a time, either the TV **or** the Projector.

1. Lower the screen using the (black faceplate) Furman down button
2. Turn the audio dial (next to the Furman faceplate) all the way down at first (adjust as needed)
3. Using the smaller white remote turn the projector on (note, when turning off depress the power off wait a couple seconds and repeat). Hit the “source search” button and choose video.

A. SET UP (PROJECTOR) FOR WIRELESS USE USING SOFTWARE DOWNLOAD “EasyMP Network Projection v2.86” (download required) for PC’s or Apple

4. Sign on to **WCP Guest WiFi** - password: **Welcome2WCFP**
5. Launch Internet Explorer or Chrome
6. Search and install Epson’s “EasyMP Network Projection v2.86” (a free download)
<http://www.epson.com/cgi-bin/Store/support/supDetail.jsp?oid=35942&infoType=Downloads>
7. Double click the EasyMP Network Projector icon
 - a. Select **Advanced Mode** (the projector should show up - if not, you may be on the wrong network)
 - i. Select **Connect**
 - ii. Your laptop volume should be at a high setting, this is to ensure the projector will use that audio verses searching for the TV audio

NOTE: You may experience a noticeable audio/visual lag while viewing You Tube or Ted Talks etc.

EasyMP Network Projector icon can be added to your desktop from your programs

B. SET UP FOR PROJECT FOR WIRELESS SCREEN MIRRORING USING APPLE TV – (can only use with Apple device)

1. Make sure you are on the WCP guest WIFI
2. Projector / Source = HDMI mode with white remote. Open “Airplay” on your mac, turn on “screen mirror” and enter the code # that is on the screen. If the code does not appear, you may have to turn projector off and on again.