

# Circuit Court for Baltimore City EPU Instructions

## Set-up

Plug in the main power cord (at back of unit), if unplugged. Do NOT unplug anything.

Remove keyboard, mouse and remote controls from drawer.



Turn on the mouse.

Place keyboard and mouse on sliding drawer platform, or wherever works best.

Power on the TV (Samsung), sound bar (LG) and computer.

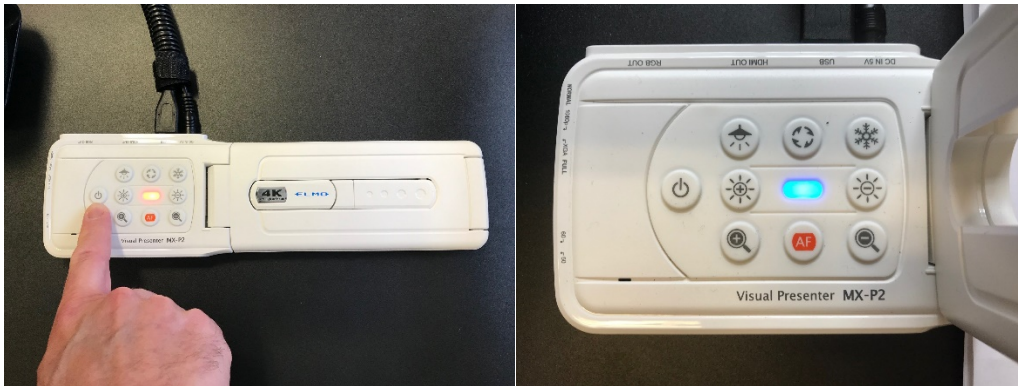
## TV

Use the Source button on the remote to set source to PC (HDMI 1) to use DVD drive and document camera, or I/O Gear (HDMI 2) for screen sharing.



## ELMO Document Camera

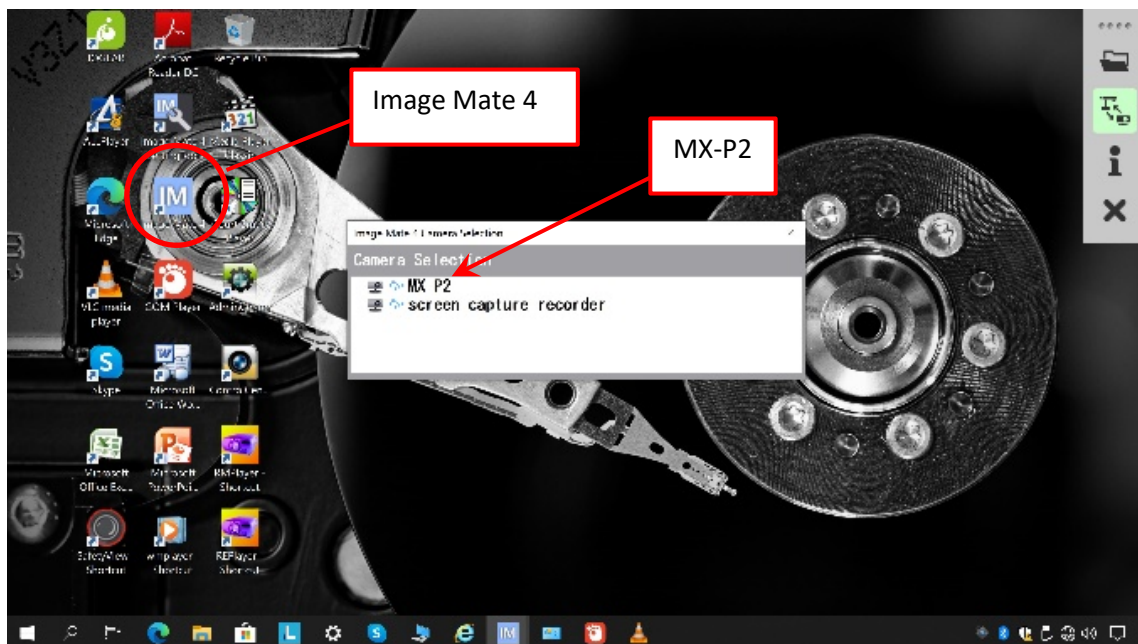
Press the power button. The indicator light should turn blue.



Unfold the camera arm, carefully. Do not touch the camera lens.

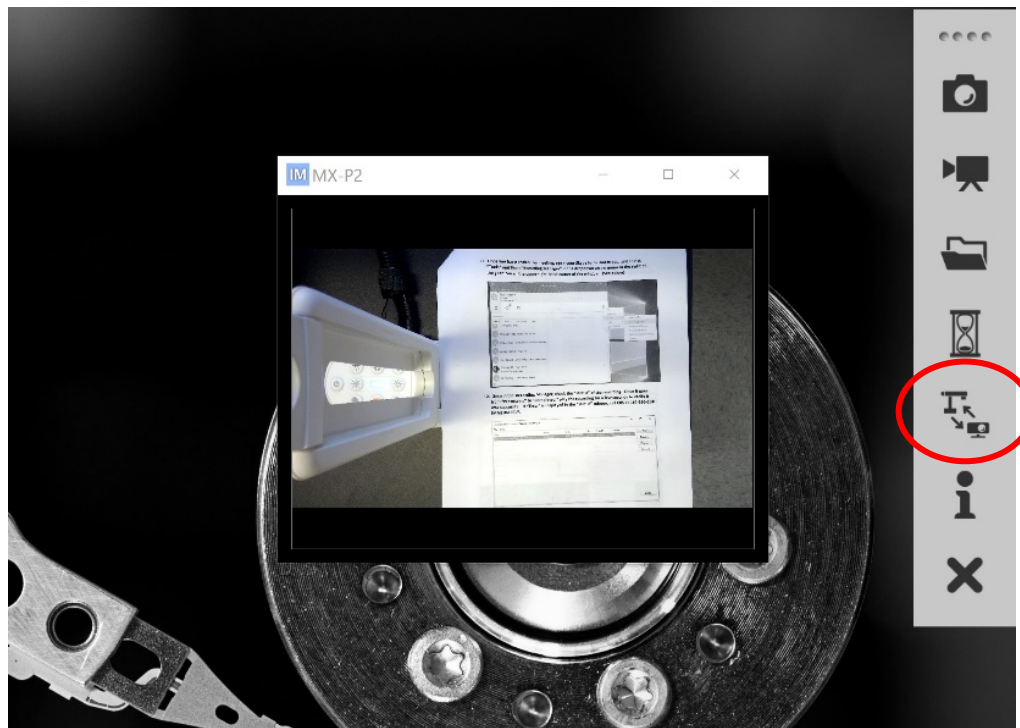


Open the PC application Image Mate 4 (shortcut on desktop). Select camera MX-P2.



Place a document under the camera.

Use the control panel at right to select camera functions. To view the document, use the fourth button from the top.



Use the buttons on the base to autofocus, rotate image, zoom, and control brightness.



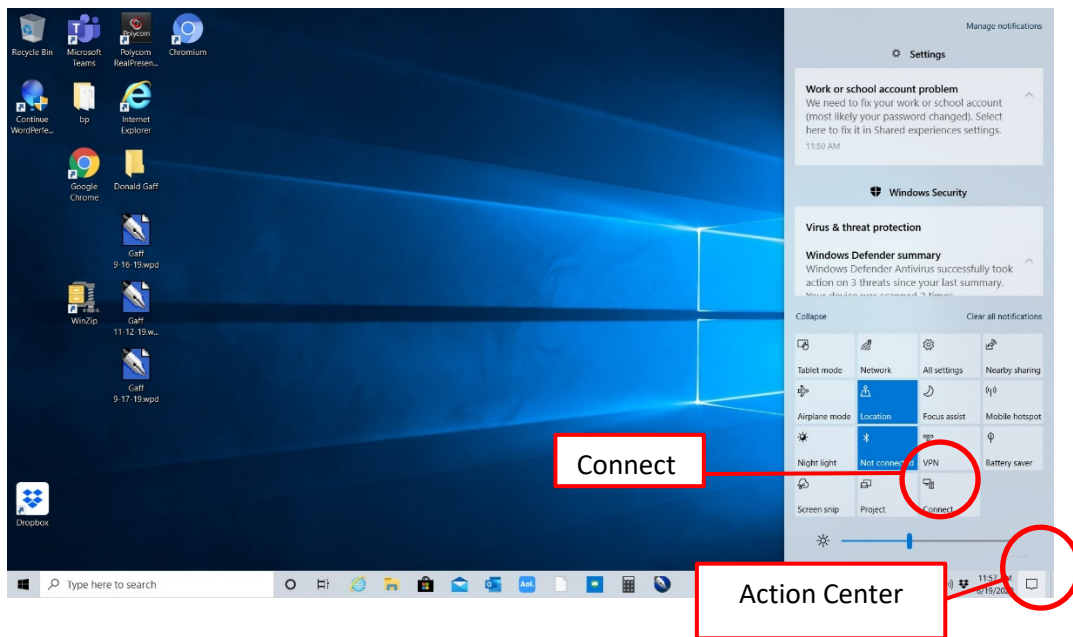


## Screen Sharing

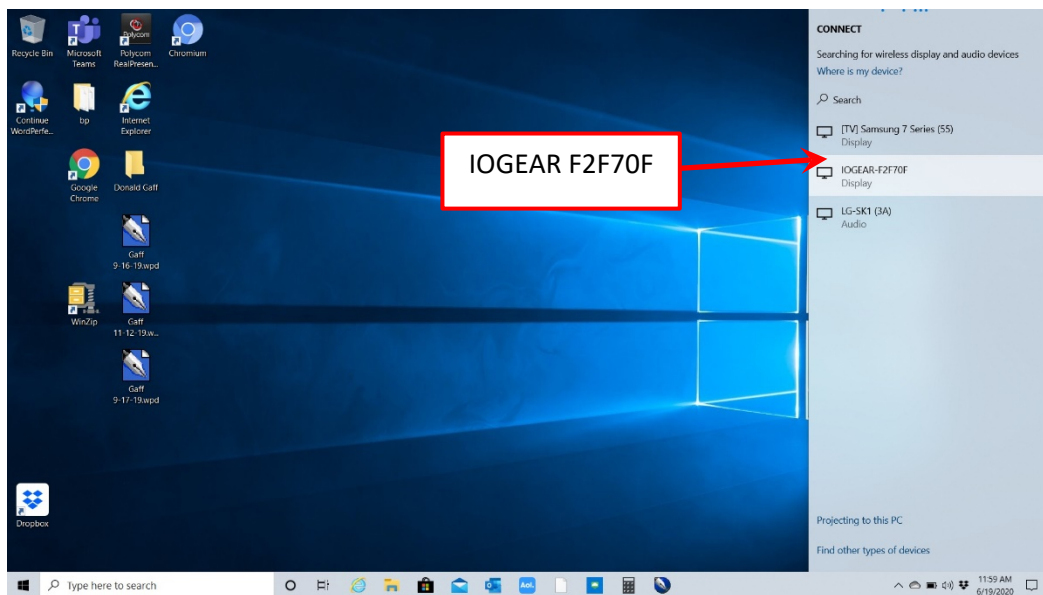
To wirelessly share a laptop screen (Windows and Android only), use the Source button on the TV remote to select I/O Gear.

On **your** laptop, click on the Action Center at the bottom right side of the taskbar.

Click “Connect.”



Select IOGEAR-F2F70F (Display) from the device list.



The laptop should indicate that it is connected, and your desktop will appear on the TV.

## Connect to the EPU's Sound Bar

You may connect wirelessly to the sound bar if you are playing media from your laptop.

Follow the steps above for screen sharing and select LG-SK1 (3A) from the device list.

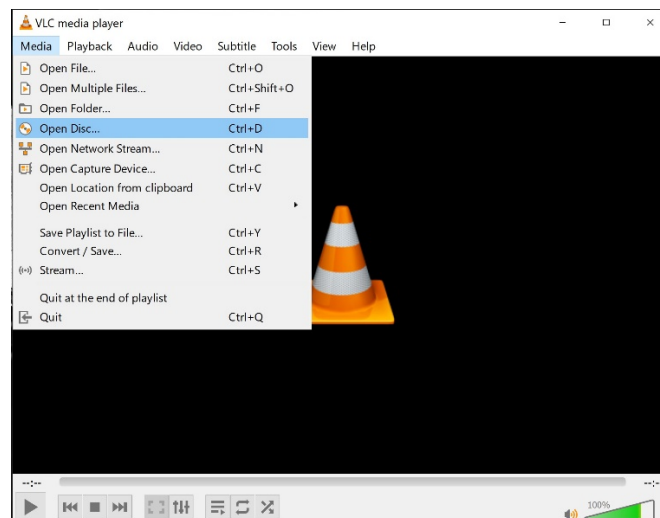
Test your sound to make sure it is coming through the sound bar.

## Playing a DVD

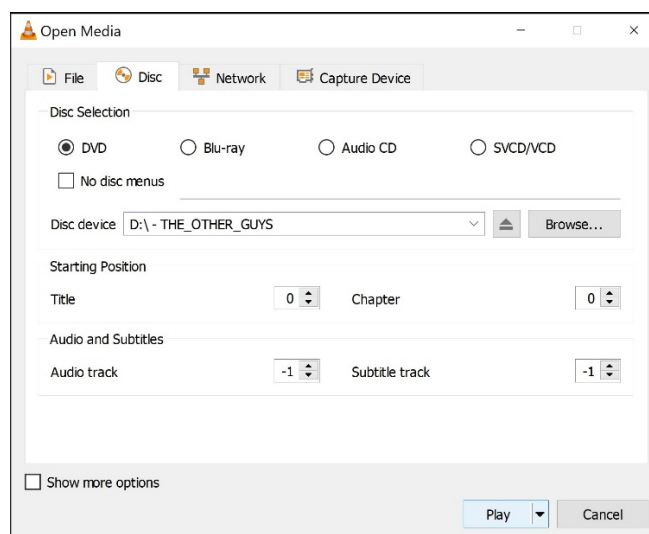
Insert a DVD.

Open PC application VLC Media Player (shortcut on desktop).

Select “Open Disc” from the Media menu.



Click the Play button.



## Shutdown

Shut down the computer. Do NOT save any files to the hard drive. If you must save something, save to an external USB drive (not provided) and delete any files you created on the PC.

Power down the TV and sound bar.

Turn off the mouse.

Return the keyboard, mouse, and remote controls to the drawer.

Push in clips on both sides of the drawer to release and carefully push the drawer back into the unit.

Do not unplug the EPU. Leave the unit where you found it.

**For technical support, please contact IT at 410-396-1760 or 1761 or CRS at 410-396-5010.**