**To Use AirServer with your iPad**

(Updated 10-10-13)

**On Computer (Step 1)**

Type air in Launchy

Select AirServer---it will install from Launchy (20-30 seconds)



 Icon pops up in the task bar in the bottom right corner

Click on the AirServer icon and go to Settings

 **Under the General Tab,**

Change the name of the computer to your last name or Room #

**Click Change Password**

A box will pop up. Leave everything the same, except the space next to “Fixed Password”. Erase the password and change it to something different.

(\*\*\*very important so others cannot access a computer they don’t need to have access to\*\*\*)

 Click **Apply** at the bottom

 **Under the Audio Tab**,

System default should be selected

 Make sure the “AirServer controls master volume” box is checked

 Click **Apply**

 Click **Ok**

**On iPad (Step 2)**

Double-click the home button of your devcice (not updated to iOS7) or swipe up from the bottom of the screen (updated to iOS7).

Swipe to the right (not updated)

Tap on the AirPlay icon  (not updated) or

(not updated).

 Find your computer name (will be the name you changed the computer to in Step 1)

 Type in the password you set earlier

 Hit Apply. Turn Mirroring “On” (updated)

If not updated, Double-click the home button again

Swipe to the right

Click on AirServer

 Turn mirroring “On”

**\*\*\*The steps above should only have to be done once per day.\*\*\***

**On Computer (Step 3)**

Click View, Fullscreen. (To get out of fullscreen, click Esc on the keyboard.

**To Turn the iPad projection Off and On, you only have to do the following step any time you want to switch from iPad to Computer:**

**On iPad**

Double-click the home button (not updated) or swipe up from the bottom of the screen (if updated)

Swipe to the right

Click on AirPlay

Turn mirroring off/on

**\*\*\*Notes**\*\*\*

---If you are mobile (or a student), and taking your device from room to room, be sure to select iPad (which will deselect the Computer Name). This way, it completely disconnects from that computer.

---If students are going to be accessing AirServer from their devices, teachers should consider changing the password within the AirServer software regularly so students cannot connect when they are outside your classroom.