

## Connecting Your Laptop to the Projector

### Step One: Connecting the Video and Audio Cables

1. Before turning your laptop on, connect the provided VGA connector (shown bottom in picture) to your laptop.

**Note: For Mac laptops, you will need to provide your own VGA to DVI/mini DVI adapter. Such adapters may be purchased from [apple.com](http://apple.com).**

2. Next, plug the audio line-in cable (shown top in picture) into your computer's audio port. This port is usually labeled by a pair of headphones.

**Note: Use the volume buttons on the keypad in conjunction with the laptop volume controls in order to get the desired volume.**



### Step Two: Powering the Projector and Using It

1. First, lower the projector's screen by pressing down on the beige button as pictured to the right.

2. Next, turn the projector on, simply press the **ON** button on the projector's keypad (pictured to the left), which is located on the adjacent wall. Please wait for 30 seconds. You may use the controls again after this time.



3. Then, press the **PC-L** button on the keypad.

4. Some laptops require you to press the **FN** or function key in conjunction with the F7 or F8 keys to project your image.

5. **When you are finished, power off your laptop before removing the cables. Finally, press the OFF button on the keypad to end your session.**



## Using the Computer with the Projector

1. First, turn the computer and monitor on. The tower is located on the teacher's desk. All the cables you need are already plugged in.
2. Next, lower the projector's screen by pressing down on the beige button as pictured to the right.



3. Then, press the **ON** button on the projector's keypad, which is located on the wall. Please wait for 30 seconds while the system powers on.

4. Press the button on the keypad labeled **PC=D**. The same image on the computer monitor will now be displayed by the projector as well.

5. **When you are finished with your session, be sure to press the OFF button on the keypad to turn the projector off.**

## Using Video with the Projector

1. First, turn on the video device which is located in the bottom of the podium.
2. Next, lower the projector's screen by pressing down on the beige button as pictured above.
3. Then, press the **ON** button on the projector's keypad, which is located on the wall. After this, please wait for 30 seconds while the system powers on.
4. After this, press the button labeled **DVD** or **VCR** on the keypad.

**Note: You may use the VOL UP, VOL DOWN, FAST\_FORWARD, REWIND, PLAY and STOP buttons on the keypad to control the video device.**

5. **When you are done with your session, shut off the video device located in the podium. Then, press the OFF button on the keypad to power down the projector.**

