

## Connecting Your Laptop to the Projector



### Step One: Connecting the VGA 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, push the beige switch (pictured to the right) on the wall **down** to lower the projector's screen.
2. Then, to turn the projector on, simply press the **ON** button on the projector's keypad (pictured to the right), which is located on the adjacent wall. Once pressed, the **WAIT** button will blink for 30 seconds before you can use the keypad again.
3. Next, press the **LAPTOP** 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. Then, turn off the document camera. Finally, press the OFF button on the keypad to end your session.**



## Using Quick Media with the Projector

1. First, plug in the device you will be using to the audio, video, or s-video ports.
2. Next, turn the projector on by pressing the **ON** button on the keypad, which is located on the back adjacent wall. The **WAIT** button will then blink for 30 seconds before you can take further action.
3. Then, press the **VIDEO** button on the keypad.
4. When you are finished with your session, be sure to press the **OFF** button on the keypad to turn the projector off. You may then disconnect your media device.

*Note: In most cases, cables are not provided. In such cases, you will have to provide your own.*

