

## 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.**

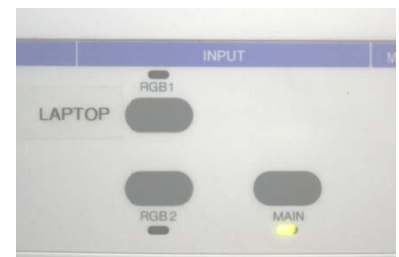
### Step Two: Powering the Projector and Using it

1. 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 further use the controls.
2. Then, press the laptop button on the keypad. This not only sends a signal to the laptop, but to the document camera (located in the right side of the podium) as well.



3. Next, power the document camera by pressing the **POWER** button located in its upper right-hand corner.

4. After this, make sure that the **RGB1** button on the document camera is pressed in and lit up. For ease of use, this button is pre-labeled **LAPTOP**.



5. Some laptops require you to press the **FN**, or function key in conjunction with the F7 or F8 keys to project your image.
6. **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 the Computer with the Projector

1. First, turn the computer and monitor on. The computer tower is located in the bottom of the podium. All the cables you need are already plugged in.
2. Then, press the **ON** button on the projector's keypad, which is located on the adjacent wall. The **WAIT** button will blink for 30 seconds before you can use the keypad again.
3. Finally, once the **WAIT** button has stopped blinking, press the button on the keypad labeled **COMPUTER**. The same image on the computer's monitor will now be displayed by the projector as well.
4. **When you are finished with your session, be sure to press the OFF button on the keypad to turn the projector off.**



## Using the Document Camera with the Projector

1. First, press the **ON** button on the projector's keypad, which is located on the adjacent wall. The **WAIT** button will blink for 30 seconds before you can use the keypad again.
2. Once the wait button stops blinking, press the **LAPTOP** button on the keypad.
3. After this, pull out the document camera, or **DOC CAM**, from the draw on the right side of the podium and press the **POWER** button on the projector, as pictured to the right, to turn it on for use.
4. Then, press the **MAIN** button which is located on the document camera under **INPUT** (pictured to the right).
5. **Once finished, be sure to turn the projector itself off.**
6. **Lastly, press the OFF button on the projector's keypad.**

