

# Guide for Using the Equipment in Wheeler 209

Room Equipment: ceiling projector; screen; speakers; cabling to connect laptop computer

*Cables are connected at the wall plate. Connect the available ends to your laptop.*

*Please do not remove cables from the wall plate or room.*

Location of Remote Control : ceiling projector > tethered near screen

## **1. To use your laptop: Start with laptop turned off.**

For computer image to be displayed and sound to be heard,

**securely connect three (3) cables to laptop 1) Network 2) Video 3) Audio**

PCs can directly connect to the video cable

MACs require a VGA adaptor in order to connect the video cable

## **2. Turn on the Ceiling Projector**

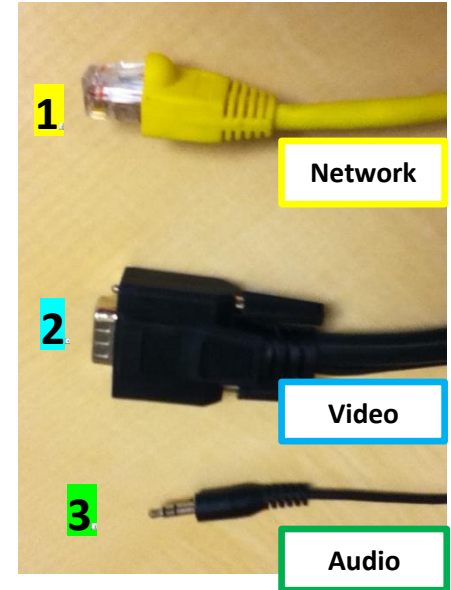
**Ceiling projector remote** is tethered near the room screen

Wait for the ON light to stop blinking.

Lower screen

## **3. Turn on your Laptop, log in, and wait as it communicates with the projector.**

The computer image on the laptop will be displayed on the screen.



---

### **Troubleshooting Tips:**

**Sound:** Volume is primarily controlled through the projector.

- If the sound needs adjusting, use ceiling projector remote to increase or decrease volume.
- If adjustments are still needed, also increase or decrease volume on laptop.

**Display:**

- **No image displayed from projector:** use projector remote to select PC input
- **No image on laptop screen:** Press Fn/F4 or F8 key (look for icon of a monitor) to toggle between different laptop presentation modes. Windows 7 users, press the WIN key + P
- Power off and wait for OFF light to stop blinking. Repeat instructions.

---

## **4. POWER OFF 1) Ceiling Projector 2) Laptop & disconnect cables from laptop**

*Please do not remove cables from the wall plate or room.*

**Need assistance?** Please contact Becki George, Learning Technology Coordinator, x.1268