

Carrigan Teaching Courtroom

How to Connect Your Laptop or Document Camera

Wake up the controller

- 1 Locate the remote on the podium. Touch the screen to wake the control panel.



Turn on the projector and lower the screen

- 2 Touch **Menu** at the top of the screen.



- 3 Touch **On** to turn on the projector. Touch **Down** to lower the screen.



Connect your laptop/document camera to the projector or judge's

- 4 Attach a **VGA** cable to the PC/document camera.
 - **Green** or **Yellow** from Floor Box 1; **Red** or **Blue** from Floor Box 2; or the monitor on the judge's bench

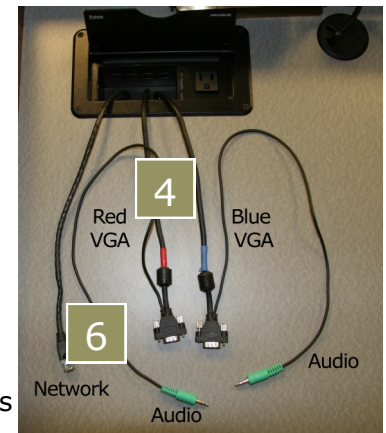
- 5 Attach the cable to the cable port.

- Look on the **back or side** of your laptop.
- * **Mac users** need to use a VGA adapter.
- * **For the document camera**, select one of the **VGA-out** ports.



- 6 Want to play sound from your laptop?

- Connect the green audio cable from the VGA cord to your laptop's headphone jack (a.k.a. **speaker-out**).



- 7 Press the **Projector** button

Then press the **Laptop** button



- 8 Touch the color that matches your selected **VGA** cable

Wait a few seconds for your laptop's image to appear on the projector screen. You're ready to go!



Nothing on the screen?
No problem!

- 9 To adjust the courtroom lighting, touch **Lights** at the top of the screen; then try any preset button



Send the signal from your laptop

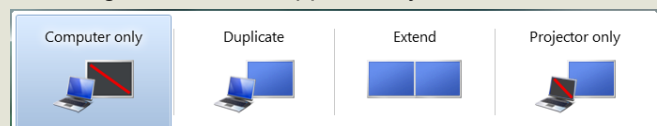
Use the appropriate keyboard command below to get to the **Duplicate/Mirror** setting:

The command differs by brand

Dell: Fn + F8 Other PCs: Fn + F key with
Toshiba: Fn + F5 CRT/LCD or

IBM/Lenovo: Fn + F7 Mac: Go to *Apple Menu* → *System Preferences* → *Displays* → *Arrangement*. Select the *Mirror Displays* check box.

An image like this will appear on your screen:



Select **Duplicate** using the → key; then press **Enter**.

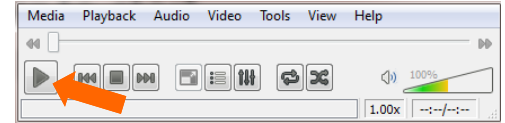
If you have questions, suggestions, or would like one-on-one training on this or other technologies, please contact:

- Colorado Law IT at lawit@colorado.edu

How to Play a DVD, AV Troubleshooting, & System Shut Down

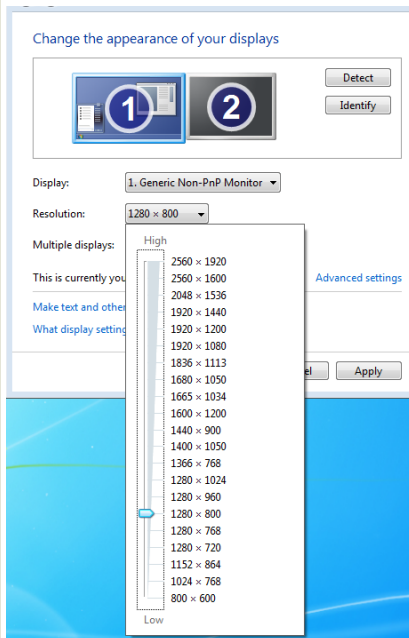
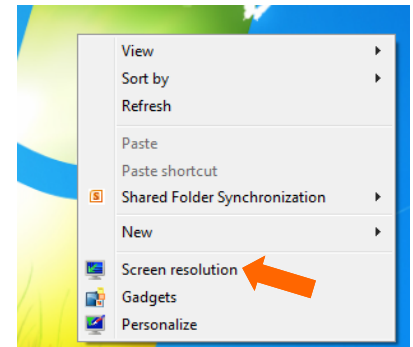
Play a DVD using your laptop's DVD player

1. Connect your laptop to the AV system (see other side).
2. Insert the DVD into the drive and wait for the media player to start.
3. Click the "Play" icon on the media player's control panel.



If what you're projecting doesn't fit optimally on the screen, try this...

1. **Right-click** anywhere on your desktop screen.
2. The drop down menu pictured right will show up. Select **Screen resolution**.



3. The window pictured left will open. Click on the resolution drop down, then drag the arrow to **1280 x 800** or **1280 x 768**.

You may need to try both to see how they look and choose the better of the two.

4. Click anywhere off of the sizing window to close it.
5. Click **OK**.
6. You'll be asked, "Do you want to keep these display settings? Select **Keep changes**.

Wait a few seconds to see the changes.

Once you disconnect from the classroom AV, your laptop should return to its optimal resolution. If it doesn't, you can repeat these steps except move the resolution arrow to a higher setting.

If you can't hear audio, check the following...

- The green audio cable from the VGA cord is plugged into your laptop's headphone jack, NOT the microphone jack
- Your laptop speakers and the classroom speakers are NOT on mute
- Try adjusting the volume from your laptop or from the wall console as pictured to the right



Adjust the volume

- Touch the **↑** and **↓** buttons
- To mute, touch the **Mute** button

Shut down the system when you're done

1. Touch **Menu** at the top of the screen.
2. Touch the **Off** button to power down the projector.
3. Touch the **Up** button to raise the screen.

Thanks for turning off the lights too!