

Wolf Seminar Rooms


How to Connect Your Laptop or Document Camera

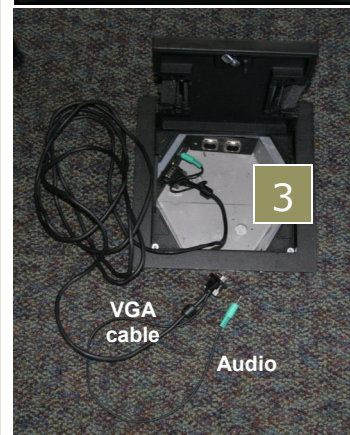
Start and set the AV system

- 1 Touch the screen to wake the control panel. Then touch the picture to start the system.
 - Screen lowers; projector warms up. Wait for 30-second count.
- 2 Press **LAPTOP** on the left of the screen to let the system know you want to use your laptop or document camera.



Plug in your laptop or document camera

- 3 Locate the **VGA** cable in one of the floor boxes; attach the cable to the **VGA** port on your laptop or document camera.
 - The port is located on the **back** or **side** of your laptop.
 - Look for a monitor icon .
 - *Mac users will need to use a VGA adapter*
 - For the document camera, select one of the **VGA-out** ports.
- 4 **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**).
- 5 **Wait for a few seconds—your laptop's image may appear on the projector screen. You're ready to go!**
 - Nothing on the screen? No problem! Go to the next step.




Send the signal from your laptop

- 6 Use the keyboard command (see right) to get to the **Duplicate/Mirror** setting.
 - The command may show this image on your screen:



The command differs by brand

Dell	Fn + F8
Toshiba	Fn + F5
IBM/Lenovo	Fn + F7
Other PCs	Fn + F key with CRT/
	LCD or 

Mac Fn + F7 or F key with  or
Go to Apple Menu → System
Preferences → Displays →
Arrangement. Select the **Mirror
Displays** check box.

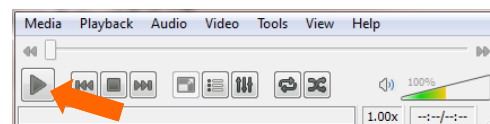
If you have questions, suggestions, or would like one-on-one training on this or other technologies, please contact:

- Colorado Law IT at lawit@colorado.edu

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

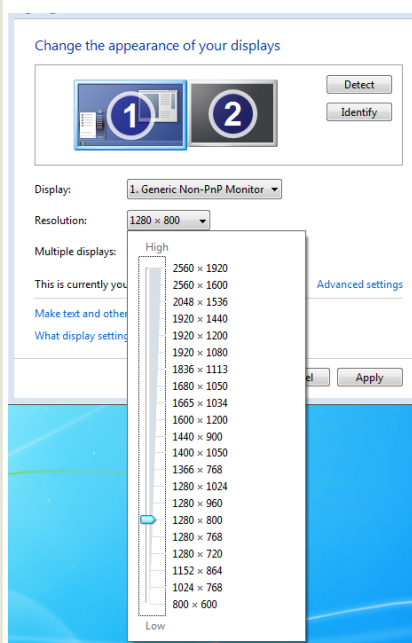
Play a DVD using your laptop's DVD player

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.

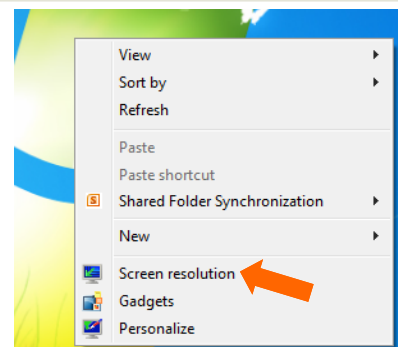


If what you're projecting doesn't fit optimally on the screen, try this...

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



Shut down the system when you're done

1. Press the **MENU** button to the left of the screen
2. Touch **Power Off**
3. At the System off confirm screen, touch **Yes Power off**

The screen will go up, and the projector will start a 45-second cool down. **Thanks for turning off the lights too!**

Adjust the volume

- Press the **VOL UP** and **VOL DOWN** buttons
- To mute, press the **MUTE** button