Tier 1 Connecting Your Laptop to the Projector
(HDMI + Display Port Adapter + Audio Cable)

1. The HDMI Cable should be located near the podium or inside the Cable Cubby at the Podium. If the adapter is not already attached to the cable it should be at the podium.
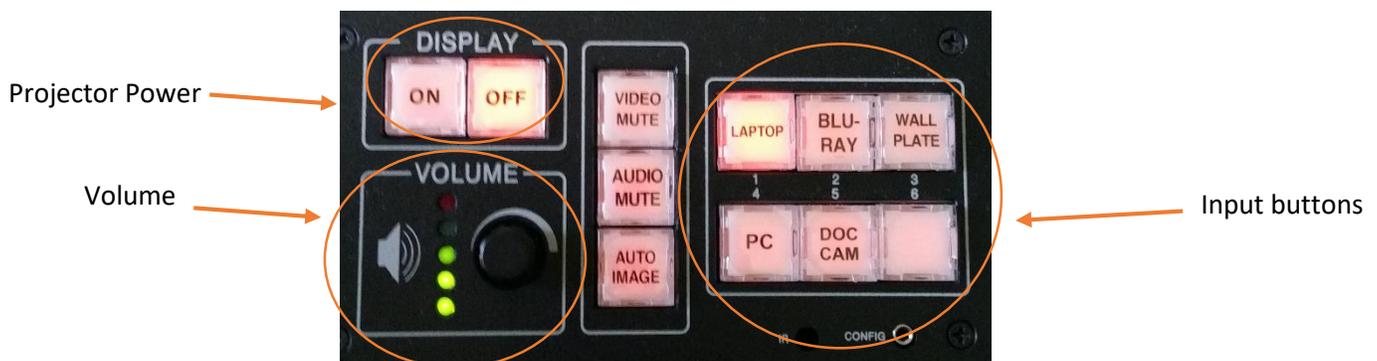
HDMI Cable

Display Port Adapter

2. If your laptop has an HDMI Port, you can connect the cable directly. If your laptop had a Display Port, attached the adapter to the cable and then attach it to your laptop.

3. Once you are connected you can push the power button on the control panel "On." This should turn on the projector and lower the projection screen. If the screen does not lower, find the switch on the wall that controls the screen and lower it manually.

Projector Power

Volume

Input buttons

4. Select "Laptop" from the Input buttons on the Control Panel. The projector should detect input from your laptop and display content from your screen.

5. If you teach in Alumni Hall 204, CFA 206, Chapel 103, Selwyn Hall 207, Selwyn Hall 208, or Teel Hall 114:
Connect the 3.5mm audio cable to the headphones port of your laptop. Typically, you would not need to do this as HDMI carries both a video and audio signal, but in this room a separate audio channel is used to provide better audio over the speakers.
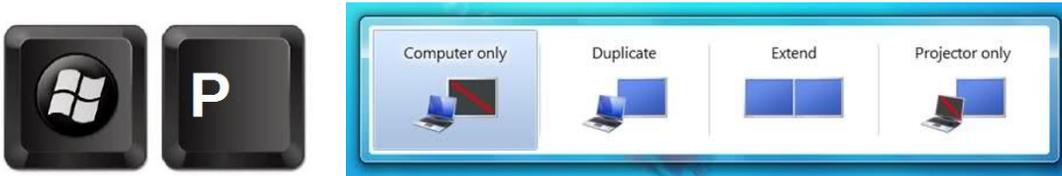
3.5mm Audio Cable

If you are experiencing issues using this technology **during a class**, please call the IT Services STAT phone at 610-921-7828.

Right-click your volume icon and select Playback devices. Disable the Casio Projector (usually named Casio PJ). Set the other available audio output to default. Audio should play over the room speakers and not the projector.

6. If you need to adjust the display options from a Windows laptop press the "Windows" button and "P" button at the same time. You will have options as described below. Duplicating your screen will exactly what is on the screen. Extending your screen will allow you to drag windows over to the projector screen as though it were a second monitor
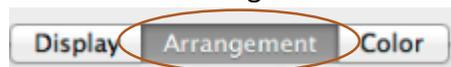

7. If you need to adjust the display options from a MacBook:

   a. press the "Apple" icon in the top left corner.
   b. Select "System Preferences" in the menu.
   c. Select Displays.

   d. Click on the Arrangements.

8. You can change between an extended and mirrored display by clicking "Mirror Displays in the bottom left of the window.

9. To adjust the volume of audio, use the Volume knob on the Control Panel. (See the image above)

10. When you are finished using the podium, press the "Off" button to shut down the projector. Please be sure to also raise the projector screen if it does not do this automatically.

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