

## Tier 1 Connecting Your Laptop to the Projector (VGA & 3.5mm Audio)

1. The VGA & 3.5mm Audio Cable should be located near the podium or inside the Cable Cubby at the Podium. If there is not a 3.5mm audio cable attached to the VGA cable, look for an independent cable.
2. Connect the VGA cable to the VGA Port on your laptop. Connect the 3.5mm audio cable to your headphones port.



VGA & 3.5mm Audio Cable

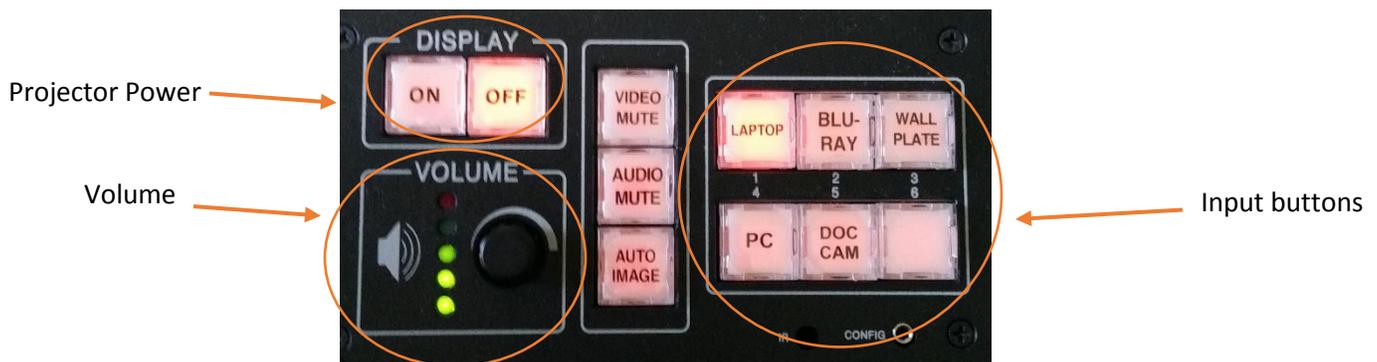


VGA Port



3.5mm Audio Port

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.



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



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

6. 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.



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



7. To adjust the volume of audio, use the Volume knob on the Control Panel. (See the image above)
8. 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.

### **Troubleshooting**

- 1) If you are not getting any audio, check to see if there is an additional 3.5mm audio jack that you can plug into your headphone port to see if you get sound. There are a few rooms where the Audio/Visual Equipment does not receive an audio signal over HDMI cables.

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