Wolf Classrooms

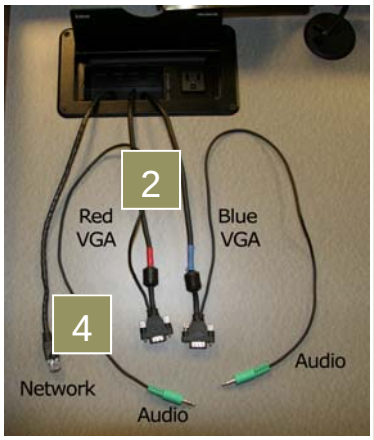
How to Connect Your Laptop or Document Camera

Start 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.

Plug in your laptop/document camera; set the system

2 **Select <u>any</u> VGA cable to plug into the PC/document camera.**
- **Green** or **Yellow** from Floor Box 1
- **Red** or **Blue** from Floor Box 2



3 **Attach the cable to the cable port.**
- Look on the **back or side** of your laptop.
- *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 (AKA **speaker-out**).

5 **Let the system know you are using your PC or document camera.**

a Press the **LEFT** button (for left screen) or **RIGHT**.

b Press the **PC** button.

c Touch the **color** on the screen that matches your selected VGA cable.

6 **Wait for 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! Go to the next step.

Send the signal from your laptop

7 **Use the keyboard command (see right) to toggle to the Laptop & Projector setting.**
- The command may bring this image up on your screen.
- Repeat command until the **Laptop & Projector** image is selected.

Laptop only | **Laptop & Projector** | Projector only

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:
- Doris Cheung at doris.cheung@colorado.edu or
- Chris Bell at cbell@colorado.edu

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