

Wittemyer Moot Courtroom

How to Use the AV and Connect Your Laptop

Wake up the Controller



Find the unit on the podium
Touch the screen to wake it up
 Note: Touch the *screen*. Touching the buttons will not wake it up.

Turn on the Projectors and Lower the Screens




1 Touch *Menu* at the top of the screen
 When touching the buttons on the screen, always use the fleshy part of your finger.



2 Touch *On* to turn on the Left, Center, and/or Right projector(s)
Touch *Down* to lower the screen(s)

Connect Your Laptop or Document Camera

3 Select any VGA cable from the podium or floor boxes to plug into your laptop (Red or Blue) and attach it to the VGA port of your laptop or document camera

- The port is located on the **back or side** of your laptop
- Look for a computer monitor icon 
- *Mac users will need to use a VGA adapter*
- For the document camera, select one of the **VGA-out** ports



4 Press *Left, Center, or Right* to specify where to project
 This is the *destination*



5 Press *Laptop* to specify what you are projecting
 This is the *source*

6 Touch the color on the screen that matches the VGA cable you connected to your laptop


7 Refer to *Send the signal from your laptop* (upper right)

Send the signal from your laptop

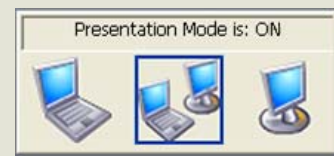
- Use the keyboard command to toggle to the Laptop & Projector setting.

The command differs by brand

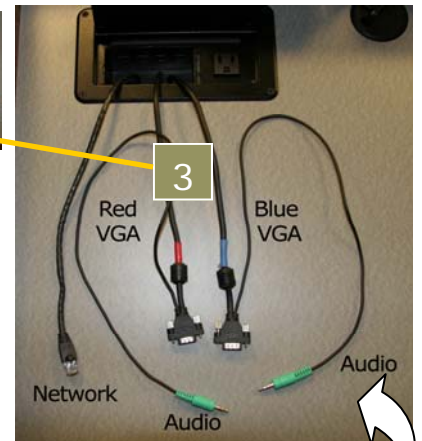
Dell	Fn + F8
Toshiba	Fn + F5
IBM/Lenovo	Fn + F7
Other PCs	Fn + F key with CRT/ LCD or 

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

- The command may bring up an image like this on your screen.



- Repeat the command until the center Laptop & Projector image is selected.



Want to play sound from your laptop?

- Connect the green audio cable from the same VGA cable to your laptop's headphone jack (AKA speaker-out).

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

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