

Carrigan Teaching 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 Projector and Lower the Screen




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

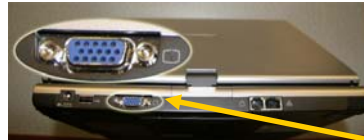


2 Touch *On* to turn on the projector
Touch *Down* to lower the screen

Connect Your Laptop or Document Camera

3 Select any VGA cable from the podium or floor boxes and attach it to the VGA port

- 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 *PROJ* to specify where you are projecting
 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 or the document camera

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.

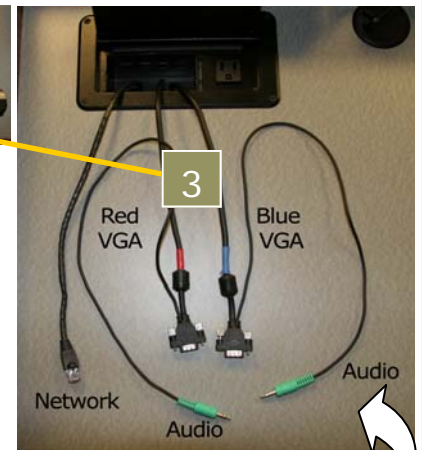
The command differs by brand

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 <i>Apple Menu</i> → <i>System Preferences</i> → <i>Displays</i> → <i>Arrangement</i> . Select the <i>Mirror Displays</i> 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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