Step-by-Step Photo Guide for Setting up your Laptop for Classroom Use

Step:
Connect one end of your VGA cable to your laptop computer.
Follow the step-by-step photos below

Step:
Connect the other end of your VGA to a wall input.
Follow the step-by-step photos below

Step:
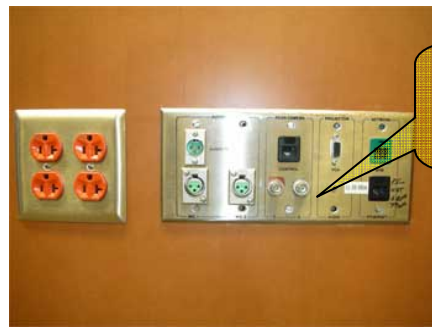Connect your Ethernet cable to your Laptop computer.

Follow the step-by-step photos below

Step:
Connect your Ethernet cable to the appropriate wall outlet.
To help assist you in placing your Ethernet cable in the
appropriate location, you will find active stickers next to
the connection that is right for you. Active connections are
located in the lower right hand corner.
Follow the step-by-step photos below

Active
Connection

Active
Connection

Bonda

Room

Step:
Locate and connect your power adapter and mouse, to your
computer. Once your power adapter and mouse have been

connected to your laptop, locate a wall outlet for your power adapter. **(Please note – in some instances outlets can be located on the floor. See Bonda and Dively rooms.)**
Follow the step-by-step photos below

Step:
Connect Power Supply to outlet.
Follow the step-by-step photos below

Wall   Floor Outlet

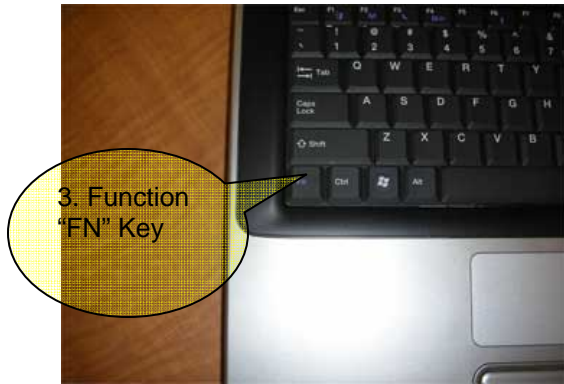**DISPLAY YOUR MONITOR ON CEILING-MOUNTED LCD PROJECTOR**

USE REMOTE (Mounted in the rooms, typically close to screen/chalkboard/tray):
Follow the step-by-step photos below

1. Power the Projector by pressing the "on" button
2. Use the "Input" button to choose the correct input
(computer, video, etc.)

1. Power

2. Toggle inputs

3. Laptops typically have toggle functions that allow a user
to toggle between displays (laptop, projector, or both).
This is typically located above a number key on the
keyboard, and requires holding down the "function" key
while pressing the appropriate number key. Toggle until your
screen displays on both the laptop and projector.

3. LCD Key

3. Function "FN" Key

SETTING UP A COMPUTER/DVD/VCR CART FROM IMS
IMS EQUIPMENT RESERVATIONS x3646

If you are borrowing equipment from IMS, you need only connect the cables from the cart (VGA, Ethernet, DVD/VCR) to the wall input(s) and electrical outlet(s).

Yellow = Video
Red = Right Channel Sound
White = Left Channel Sound
Follow the step-by-step photos below

USE REMOTE (Mounted in the rooms, typically close to screen/chalkboard/tray):

Follow the step-by-step photos below
1. Power the Projector by pressing the "on" button
2. Use the "Input" button to choose the correct input (computer, video, etc.)

1. Power

2. Toggle inputs

To turn off the projector, select the off button, twice, on the remote.