HOW TO HOOK UP A LAPTOP IN THE A/C WING CONFERENCE ROOMS

1. Hook the VGA cable that is on the hook near the screen into your laptop's monitor port and turn the laptop on. (IN A2 - Do <u>not</u> use the VGA cable on the table. That cable is for when you are in a video conference.)
2. Find the projector control plate on the wall and turn the projector power on.
3. Wait for the ON button to stop blinking. (This will take at least a minute. Be patient.)
4. When the ON is solid hit the VGA button.
5. If your laptop image does not show up on the screen you might need to hit the "Fn & F2 thru F10" (on the laptop), depending on what brand of laptop you own, to send the image to the projector.
6. If you are using audio from your laptop, plug the mini 1/8'' cable that is attached to the VGA cable into the head phone jack on your laptop. Then adjust the volume on the wall plate.
7. At the projector control plate on the wall, hit the OFF button and put the cables back on the hook.