Basic Instructions for how to connect a laptop to the AV Equipment in the Dean's Conference Room, CSWR Conference Room, DiNitto Center, and Classroom 2.140

**Equipment:**
Laptop with VGA port
- Most PC laptops have a VGA port but some netbooks do not.
- Apple laptops need a special VGA adaptor. (Purchase at Campus Computer store, not provided)

Cable (provided)
- Attached to wall: VGA cable to 'computer' port and audio cable to 'Audio' port on the wall.
- Attached to laptop: VGA cable to VGA port or adaptor. Audio cable to headphone jack (if sound required).

**Projector Control:**
On:
Press and hold 'On' for 10 seconds. Projector will turn on and screen will drop.

Off:
Press and hold 'Off' for 10 seconds. Projector will turn off and screen will ascend.

Press 'Laptop' if not selected.

**Laptop Control:**
On PC:
If screen is not being projected, press function key and 'F8' to toggle screen.

On Mac:
If screen is not being projected, select 'Displays' in your System Preferences.

**Sound Control:**
There are three possible sound control sources. First, make sure that volume is up in the operating system. Second, the program that you are using on the laptop may have a volume control. Third adjust volume on the wall system by pressing the 'VOL+' and 'VOL-' buttons.