

AV INSTRUCTIONAL GUIDE

Connecting a Laptop and Digital Projector

Introduction

A data projector connected to a laptop is used for classroom instruction or presentations. The projector can project any image that is displayed on the monitor.

Terminology

Term	Definition
<i>Key stoning</i>	<i>Key stoning – Occurs when the projected image is narrower at the bottom or top.</i>
<i>Dual Display Mode</i>	<i>Enabling Dual Display mode on a laptop when connected to a DP, splits the video signal to the DP – to project and the laptop display.</i>
<i>RGB /Video IN</i>	<i>Video cable connection on the DP connection (RGB IN) to Laptop (RGB OUT).</i>
<i>LCD</i>	<i>Acronym for Liquid Crystal Display.</i>

What's in the bag

- | | | |
|-------------------|--|------------------|
| ✓ Data Projector | ✓ Instruction Manual or AV Instructional Guide | ✓ Power cords |
| ✓ Laptop Computer | ✓ Video cable | ✓ Remote control |

Care

- ✓ Always allow fan to cool projector before unplugging
- ✓ Always carry the equipment by the handle.

Get familiar with these parts of the Equipment

LCD and Open/Close
On/Off

Volume Controls

Power Status Indicators

Dual Display mode for your laptop

Basic Operation – Connecting a Data Projector to a Laptop

Setup

- Step 1** Connect all cables before powering on the equipment.
- Step 2** Plug the power cords of the laptop and the projector into an electrical outlet
- Step 3** Power ON the data projector, by pressing the *ON/Standby button*.
- Step 4** Power ON the laptop. When the laptop is booted, the image should display on the laptop and a projected image from the projector.
- Step 5** If no image is projected: Enable Dual Display Mode. On a Dell laptop to enable dual display hold



down the function key **FN** and press **F8**. Dual Display mode function can vary. You may need to consult your Laptop user's manual. If still no image, repeat this step again.

- Step 6** If using Audio from the projector; connect one end of the audio cable to AUDIO IN on the projector, and the other end into the laptop. Adjust the volume on the projector.

Shut Down

- Step 1** Press the ON/Standby button to power off the projector. The Projector will display "Please wait, to shut down. Leave the power cord of the projector plugged into the electrical outlet to allow the fan to run and cool the projector. This should take 1-2 minutes.
- Step 2** Close all applications on the laptop, save your work if necessary, shutdown and power off the laptop.
- Step 3**: When the projector fan has stopped running and the projector has cooled, disconnect the video cable from laptop and the projector.
- Step 4** Unplug the power cord from the electrical outlet. Remove the power cord from the projector.
- Step 5** Place items in carry cases: Check contents and place items in the appropriate carry case.

Operating Tips

- ✓ Moving the projector closer to the screen reduces projected image size. Moving further away from the screen increases the size.
- ✓ Audio output from the projector can be limited. To enhance audio output, external speakers can be connected to the projector or to the laptop.
- ✓ Re-focus the projector whenever it is moved.
- ✓ Always safely remove USB devices before removing from computer.

Advanced Features/Instructions

- ✓ Connecting external amplifier/speakers.
- ✓ Connecting a DVD/VCR.

Troubleshooting

No Image projected	Check that projector is <i>ON</i> . Check for proper cable connections. Check if <i>dual display mode</i> is enabled.
Projector is on, but no light is coming from the projector.	Return the equipment immediately to the AV Technician for troubleshooting.

Training

If you would like to book a training session, please call the Audiovisual Technician at the campus nearest you to setup an appointment.

An Audiovisual Technician is available Monday – Friday 8:30 am – 4:30pm.

Langley campus	(604)599-3209	Richmond campus	(604) 599-2582
Cloverdale campus	(604)598-6041	Surrey campus	(604) 599-2216