Please take the following steps to connect your PC laptop to the LCD Projector.

The following item(s) must be signed out at the front desk:

- **VGA Combination Cord**

**PC Laptops with only a Mini Display Port (with no VGA Port available)**

- **Mini Display Port**
- **VGA Port**
- **Macbook Adapter to VGA Cord**
- **No Need for Macbook Adapter to VGA Cord**
1. Locate the **Media Input Panel**.

2. Plug the **VGA Combo Cord** into the respective ports.

3. **Connect** the other end of the **VGA Combo Cord** to the VGA port and Audio port of your laptop. Generally, the laptop port is blue and is located on either the right or left side of the computer.

4. **If your PC Laptops only a features a Mini Display Port (with no VGA Port available):**

   **Connect the MacBook Adapter to VGA Cord** to the VGA Combo Cord (as shown in picture).
Turn on your computer

Locate the Media Control Panel and Turn ON the display function and press the laptop button light.
The ON button will flash until LCD Projector is on.

Lower the volume by turning the dial counter clockwise. This volume dial is strictly for the laptop.

Once your computer is on, hold down the ‘FN’ key and press the ‘F8’ (or F7) key to cycle through your laptop’s various display settings. Click on duplicate to mirror with the LCD Projector.
Use the light panel to control the lighting and brightness of the room. Please **turn off** all lights at the end of the event.

After using the LCD projector, **Turn Off** the display function.

**RETURN ALL BORROWED EQUIPMENT TO THE FRONT DESK**
If the PC Laptop does not automatically mirror with the LCD Projector

Locate the **Start Menu** on the bottom left corner of the screen and click on **Control Panel**.

Click on **Start Menu**

Click on **Control Panel**

In the Control Panel, click on **Displays** (small computer monitor icon).

Click on **Display**

Click on **Connect to Projector**

Click on **Connect to Projector** and click on the **Duplicate** option.