

Laptop and Projection System

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Items in the Case

1 Projector

1 Projector Power Lead

1 VGA lead

1 Laptop

1 Laptop Power Lead

Please make sure that any items used (especially cables) are duly returned and left in the case for the next user. If any items are missing, please report via email to ian@firstlisburn.org

It is the organisation leader's responsibility to return the equipment to the BOYD ROOM STORE.

System Setup – Windows XP

1. Set-up the Projector

- a) Plug in and power on by pressing the orange power button. If the light is not orange, ensure the switch on the right hand side of the projector is in the “on” position and that the wall plug is connected and also in the “on” position.
- b) Attach one end of the VGA cable (kept in the upper-left Velcro compartment) to a “VGA-In” socket on the projector.
- c) Press the “Input” button on the projector until “VGA 1” (or “VGA 2” if you have used that port) appears on the output.
- d) It will say “No input detected...” Follow step 2.

2. Set-up the XP Laptop

- a) Plug in and power on.
- b) Wait until Windows has loaded to the Desktop before inserting the VGA cable.
- c) Attach the VGA cable to a “VGA-In” socket on the laptop.
- d) Right-click the Desktop and select “Properties”. In the window that pops up, click the “Settings” tab.
- e) You will see two blue screens labelled “1” and “2”. Click “2”, then adjust the Screen Resolution slider so that it becomes “1024 by 768 pixels”.
- f) Finally, check the box beside “Extend my windows desktop onto this monitor”. Click “Apply”.

Final Notes

Windows will now extend its desktop onto the projector. To show an application on the projector (eg. Windows Media Player for playback of videos), **drag** the windows to the right of the screen. You will see it begin to emerge on the projector’s output. Note that to drag an application window, you may have to “restore” it – found on the top right to the left of the “close button”.

For **Microsoft PowerPoint**, please refer to the page entitled “*Microsoft PowerPoint Instructions*”

Laptop and Projection System

System Setup – Windows Vista

1. Set-up the Projector

Refer to the instructions on the previous page – projector setup is exactly the same.

2. Set-up the Vista Laptop

- a) Plug in and power on.
- b) Wait until Windows has loaded to the Desktop before inserting the VGA cable.
- c) Attach the VGA cable to a “VGA-In” socket on the laptop.
- d) Right-click the Desktop and select “Personalise”. In the window that pops up, click the “Display Settings” tab.
- e) You will see two black screens labelled “1” and “2”.
Click “2”, then adjust the Screen Resolution slider so that it becomes “1024 by 768 pixels”.
- f) Finally, check the box beside “Extend my windows desktop onto this monitor”.
Click “Apply” and click “yes” when Windows asks you if you want to keep the display settings.

Final Notes

Windows will now extend its desktop onto the projector. To show an application on the projector (eg. Windows Media Player for playback of videos), **drag** the windows to the right of the screen. You will see it begin to emerge on the projector’s output. Note that to drag an application window, you may have to “restore” it – found on the top right to the left of the “close button”.

For **Microsoft PowerPoint**, please refer to the page entitled “***Microsoft PowerPoint Instructions***”

Microsoft PowerPoint Instructions

PowerPoint 97-2003

- a) Once PowerPoint is open, click “Slide Show” on the Menu bar.
- b) Click “Setup Show” on the drop down menu that appears.
- c) On the right, there is an option for Multiple Monitors.
Click the down arrow and choose “monitor 2”.
- d) Click OK to confirm these settings.
- e) Now press F5 on the keyboard to run the slideshow and it will appear on the projector.
- f) Use the right/left keyboard buttons to cycle through the slides or click the mouse to progress.