

Instructions for Laptops, LCD Projector, and TV's

HOW TO USE THE LAPTOP WITH THE LCD PROJECTOR

The LCD Projector is available in the library. It can be hooked up to most computers in the school, especially the 4 laptops available for checkout from the division offices. The projector allows an entire class to see the computer screen, for things like PowerPoint presentations, Inspiration mind maps, and web sites.

The following items are included in the Projector case:



LCD Projector



Extension Cord



Power Cord



Internet Cord



Video Cable

1. Place the projector on a stable surface such as a desk or table. Plug one end of the *Power Cord* into the back of the projector (see below) and the other into a wall outlet. Use the *Extension Cord* if necessary.
2. Place the laptop close to the projector. Turn on the laptop (plug charger in to wall if needed).
3. If you need the Internet for your presentation, plug one end of the *Internet Cord* into the laptop and the other into the hub in your room. If you don't have a hub and your Internet comes right out of the wall or ceiling, simply plug the classroom's cord into the laptop (unplug from the classroom computer if needed).
4. Use the *Video Cable* to connect the laptop to the projector. Insert one end into the laptop - on the right side behind the CD tray - and tighten the screws. Insert the other end into the *VGA-In* port on the back of the projector (see below) and tighten the screws.
5. Take the lens cap off the projector and press *Power/Standby* on top to turn it on. Use the darker gray *Zoom* dial to adjust the size of the image. Use the lighter gray outer dial (nearer the lens) to focus.
6. If the computer screen does not automatically appear on the projector, press the Fn and F7 keys once or twice until it does.
7. Begin your lesson or presentation!

*VGA-In -
Video Cable
goes here*



*Power Cord
goes here*

Back of LCD Projector

HOW TO USE THE LAPTOP WITH A TV

The laptops can also be connected to a TV set. This also allows an entire class to see the computer screen, for things like PowerPoint presentations, Inspiration mind maps, and web sites.

To hook up a laptop to a TV you will need:

- a TV
- a laptop (available from division offices)
- *S-video cable* (included in laptop case)
- *Internet Cord* (if you are using the Internet)
- five to ten minutes to set up the computer and TV



S-video cable

- ◇ Place the laptop near the TV. Turn on the laptop (plug charger in to wall if needed). Log on as Teacher.
- ◇ If you need the Internet for your presentation, plug one end of the *Internet Cord* into the laptop and the other into the hub in your room. If you don't have a hub and your Internet comes right out of the wall or ceiling, simply plug the classroom's cord into the laptop (unplug from the classroom computer if needed).
- ◇ Insert one end of the *S-video cable* into the laptop - on the left side near the USB ports (see below). Insert the other end into the S-video port on back of the TV set. Turn on the TV.




Back of TV

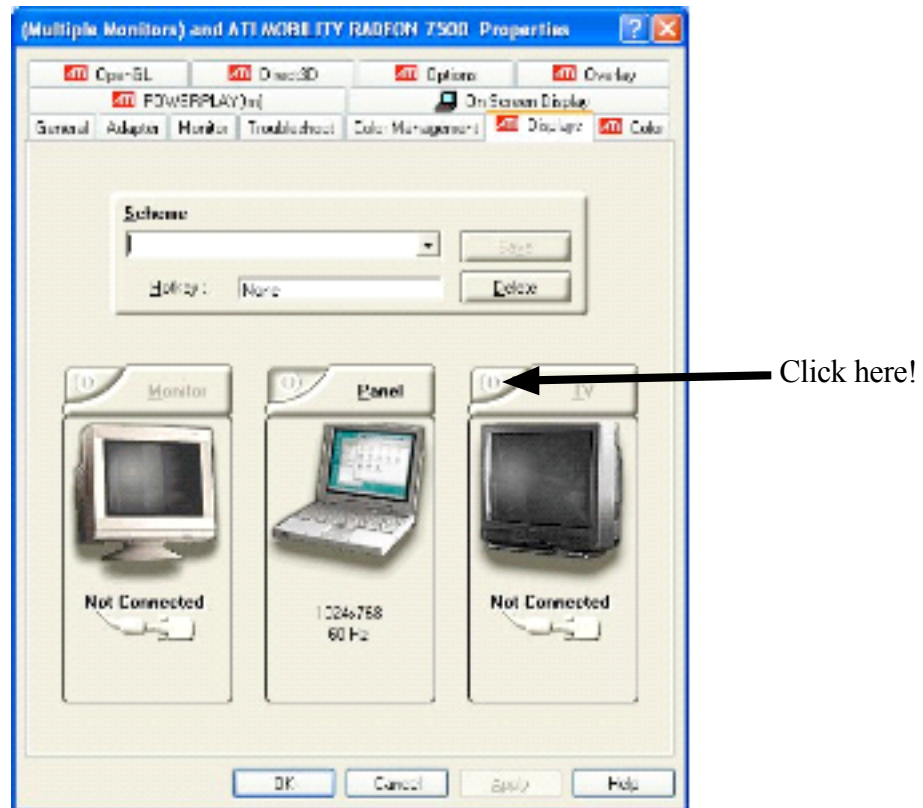


Side of laptop

Internet Cord
goes here
(if needed)

- ◇ If the TV does not show the screen immediately, try pressing Fn and F7 once or twice. You may also need to use the remote control to check the settings on the TV. It should be on Video.

- ◇ If you still don't see the screen, follow these steps:
 1. Click Start, Control Panel.
 2. Choose the Appearance and Themes category.
 3. Click on Display toward the bottom of the window.
 4. Choose the Settings tab near the top of the window.
 5. Click Advanced.
 6. At the top of the window, you will see several tabs. Choose Displays (has a red *ATI* symbol in front of it).
 7. You will see the window pictured below. Click on the  symbol by the picture of the TV.
 8. Click Apply, then OK. You should see your computer screen on the TV now.



Displays tab

- ◇ Begin your lesson or presentation!