

Bagen Hall Conference Room

Laptop Projection Guide

Figure A: VGA Cable



Figure B: Connecting the VGA Cable



Figure C: 3M Control Panel



What does the color of the ON/OFF button indicate?

Orange	Projector is off and ready to be turned on
Green	Projector is on and working properly
Red	Projector is cooling down; will turn orange when finished

1. Plug the **15-pin VGA cable** (Figure A) into the matching monitor port (Figure B) on the laptop.
2. Plug the audio cable into the laptop's headphone jack, if desired.
3. Plug the power supply for the laptop into a nearby outlet, if needed. One is located on the wall beneath the projector.
4. Press the **ON/OFF** button on the **3M Control Panel** (Figure C). The ON/OFF button will flash orange while the projector is warming up. When the projector has finished warming up the ON/OFF button will then be lit solid green.
5. Turn on the laptop computer.
6. If no image appears check to make sure the projector is set to the correct input; it should always be set to **Computer 1/Component 1**. Press the **Source** button on the 3M Control Panel until Computer 1/Component 1 is displayed in the lower right corner of the projected image.
7. If an image appears on the laptop or projector only, try toggling the output of the laptop so that the image is mirrored on the laptop and projector.

Windows 7 / 8: Press the Windows logo key + P together until *Duplicate* is selected.

Mac OS: Click on *Displays* in *System Preferences* and then click on the *Arrangement* tab. Click on the *Mirror Displays* checkbox.
8. The audio level is adjusted by using the **VOLUME +** and **-** buttons located on the 3M Control Panel.
9. At the end of the presentation, please shut down the laptop, unplug all necessary cables from the laptop, and shut off the projector by pressing the **ON/OFF** button **TWICE** on the 3M Control Panel.

Need assistance?
Contact the ITS Help Desk at ext. 8340