Dugan Hall Conference Room
Laptop Projection Guide

Figure A: VGA Cable

Figure B: Monitor Port

Figure C: Connecting the USB Cable

Figure D: SMART Board Control Panel

Figure E: Volume Knob

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. If you need internet access, you should be able to connect to the Canisius wireless network.

4. If you are using a laptop with SMART Board drivers and software installed, connect the USB cable to an available USB port on the laptop (Figure C). This cable should be found near the VGA cable.

5. Plug the power supply for the laptop into a nearby outlet, if needed.

6. Press the **POWER** ⏻ button on the **SMART Board Control Panel** (Figure D).

7. Turn on the laptop computer.

8. Allow the projector time to warm up (30 seconds) and then press the **COMPUTER 2** button on the SMART Board Control Panel to set the projector to COMPUTER 2 mode.

9. 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.

10. The audio level is adjusted by using the **Volume Knob** (Figure E) located on the SMART Board's right speaker.

11. 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 **POWER** ⏻ button *TWICE* on the SMART Board Control Panel.