Audio Visual Procedures & LCD Instructions

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DO NOT LEAVE LCD PROJECTORS, LAPTOPS, OR OTHER THE UNIVERSITY SEMINARS’ OWNED AUDIO VISUAL EQUIPMENT IN YOUR MEETING ROOM!

- LCD Projectors, laptops, cables, extension cords, and any other audio visual equipment must be returned to our office after every use.
- If the office is closed, you may leave equipment against the wall in the vestibule.
- Be courteous. Pack audio visual equipment and cables carefully.
- If you have requested AV equipment in advance, every effort will be made to set it up prior to your arrival in your assigned room.

**LCD Projector Instructions**

Turn on the projector; you will see a blank projection image.

1. While your **laptop is still off** connect it to the LCD Projector using the 15-pin VGA cable.
2. Turn on your laptop and wait for the image to be projected. Make sure the projector is set to **Computer 2**.

**Troubleshooting**

*you may need to reboot your laptop for any of the following changes to take effect*

1. If the projector is not displaying the image, make sure you have activated the computer’s external video output. To do this find the function key at the top of your keypad that reads "LCD," "CRT," or it may have an icon that resembles a computer monitor. By pressing the "FN" key and the corresponding “function” key (F8) simultaneously, you will be able to change the video output signal. You may have to do this more than once to reach the correct signal, but you should wait at least 10 seconds between each change.

2. If the projected image is either missing information from the top/bottom, compressed from left/right, or doesn't appear at all, you must configure the resolution of your laptop to match the native resolution of the projector. The maximum resolution that the projector can display is 1280x1024 pixels, and the **preferred resolution is 1024x768 pixels**.

3. If you are using a Mac PowerBook and are having trouble displaying both internal and external video at the same time, you need to turn on the computer’s “video mirroring”. To do this, go to Control Panel, PowerBook Display, and set Video Mirroring to ON for both internal and external.