

# ***Desktop computer teaching station with Laptop accessibility with HDMI and VGA with audio connectivity***

## **Steps to connect:**

- 1. Computer work station**
  - a. Turn on the projector using the remote.
  - b. Log into the main computer using your Methodist username and password.
  - c. The main computer will see the projector and the system is ready to use.
- 2. Connecting your Windows laptop computer**
  - a. Turn on the projector using the remote
  - b. Connect your laptop to the system using either the HDMI cable or the VGA with audio cable. *Do not connect both cables at the same time.*
  - c. From the **off** position, turn your laptop computer on.
    - i. Your laptop computer should connect to the projection system and the system is ready to use.
- 3. Connecting your OS laptop (Mac)**
  - a. **Set up video mirroring:** Video mirroring shows the same desktop and windows on multiple displays at the same time..
    - i. From the Apple (□) menu, choose System Preferences.
    - ii. Choose Displays.
    - iii. Click the Arrangement tab.
    - iv. In the lower-left corner of the Arrangement pane, select "Mirror Displays."
  - b. **Set up an extended desktop:** When you use your displays as one continuous desktop, you can spread out your work any way you like. Move your pointer past the edge of one display and it appears on the other display. At first, your primary display has all of your desktop icons and open app windows. You can drag them to the other display as needed.
    - i. From the Apple (□) menu, choose System Preferences.
    - ii. Choose Displays.
    - iii. Click the Arrangement tab.
    - iv. Make sure that the Mirror Displays checkbox is not selected.

**To switch between video mirroring and an extended desktop, press Command–Brightness Down.**



HDMI



VGA

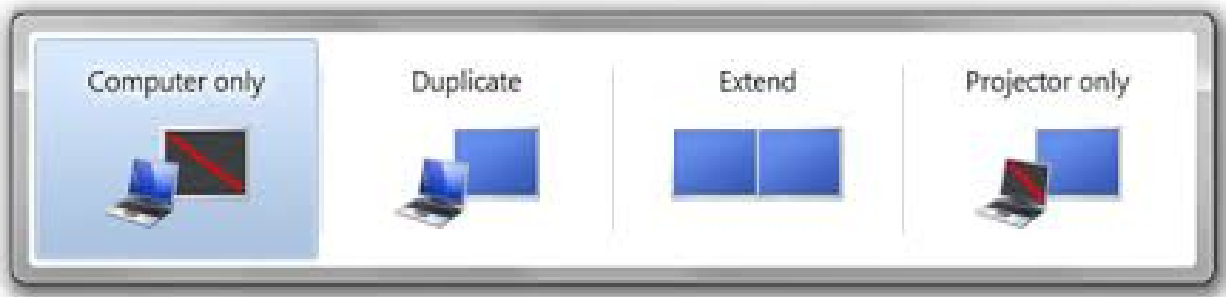


NETWORK

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### In the event that the laptop and system does not appear to connect

1. Select the windows icon and the letter p
2. Or select the FN button and F7 on a Lenovo computer (the button may vary by computer brand)
3. Or right click on the screen and select Screen resolution.



You will want to either select 'Duplicate' to share the image on your laptop desktop or select 'Extend' to be able to move items from your laptop to the projection screen.

*Note: If you have previously used **Microsoft PowerPoint in Presentation Mode**, you may see a blue projection screen the next time you log into a projector system. The reason for this is that Presentation Mode automatically set your laptop to 'Extend' and you must manually return it to 'Duplicate'. See directions above.*

**If the system is using a switching device, the need to switch between desktop and laptop computer is eliminated. One still needs to connect the laptop computer to the system as before however the switch now selects the cable that is in use, i.e., the one connected laptop or the one connected to the desktop computer .**

