

# HOW TO CONNECT TO THE CLASSROOM PROJECTION SYSTEMS

Desktop computer teaching station with laptop accessibility with HDMI and VGA with audio connectivity

## Steps to connect:

### 1. Computer work station

- Turn on the projector using the remote.
- Log into the main computer using your Methodist username and password.
- The main computer will see the projector and the system is ready to use.



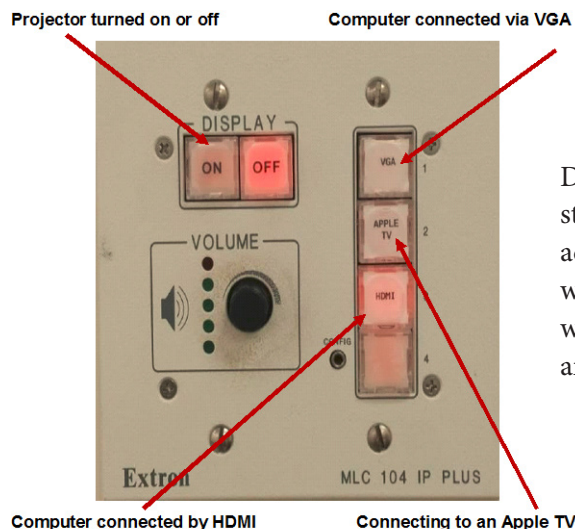
### 2. Connecting your Windows laptop computer

- Turn on the projector using the remote.
- 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.*
- From the *off* position, turn your laptop computer on.
  - Your laptop computer should connect to the projection system and the system is ready to use.

### 3. Connecting your OS laptop (Mac)

- Set up video mirroring: Video mirroring shows the same desktop and windows on multiple displays at the same time.
  - From the Apple (🍏) menu, choose *System Preferences*.
  - Choose *Displays*.
  - Click the *Arrangement* tab.
  - In the lower-left corner of the *Arrangement* pane, select *Mirror Displays*.
- 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.
  - From the Apple (🍏) menu, choose *System Preferences*.
  - Choose *Displays*.
  - Click the *Arrangement* tab.
  - Make sure that the *Mirror Displays* checkbox is *not* selected.

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

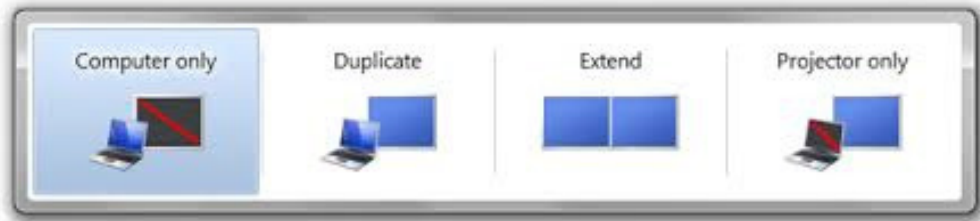


Desktop computer teaching station with laptop accessibility operated by a wall mounted Extron switch with HDMI, VGA with audio and Apple TV connections.

**Note:**  
Please turn off projector when you leave.

## If the laptop and system appear not 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*.



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.

## Smartboard systems

1. Accessing the Smartboard interactively requires two items;
  - a. USB cable from the projection system must be plugged into your computer
  - b. Smart Notebook installed on your computer.
    - i. SMART Notebook software 11.4 comes installed on your Methodist computer.

There are four different Smartboards on campus. Most are “short throw” projectors and require no more than the USB cable connected to your laptop. The 600 series Smartboards have different on/off locations. Both still use the gray projector mount system with a Smart UF 55 or UF 65 Projector. Both require manually powering the projector on and off and setting the input to VGA.



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

## Creating an Instructional Technology work order using an on-campus computer.

1. From any Browser log on to [support.methodist.edu](http://support.methodist.edu)
2. Log into the work order system with your network ID and password (same as MU email)
3. Choose the New Request tab
4. Select the Instructional Technology category, type, and item
5. Provide your phone number and service location