

## Instructions for setting up the laptop in the Turner Conference Room

1. Lower the screen in order to display your presentation by holding down/up the last switch on the wall.



2. Look for this outlet on the wall, to the right of the white board; turn the power to “on”.
  - a. It will default to “PC” which is fine for projecting your laptop.



3. Take the cable on the wall and plug it into the “computer” port that is located on the outlet on the wall
  - a. Port on wall:



- b. Cable looks like this – both ends are the same.



4. Plug the other end of the cable into your computer



**IMPORTANT:** It takes about 20 seconds for your computer to display on the screen.

NOTE: You can plug all cables in before step 1 and everything will work exactly the same.

### **Still Can't See Your Computer Display on the Screen?**

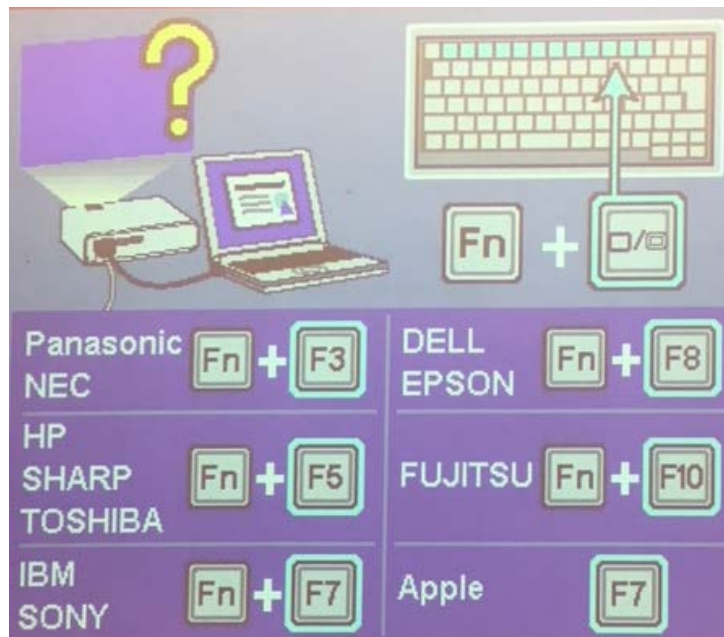
If your computer still won't display up on the screen select windows + P



Then select "duplicate" (you can also try "extend")



You can also select the function key plus function number for your type of laptop to get your laptop to display.



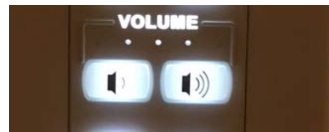
## Need to access something online?

If you need to access something online (webpage) take the Ethernet cable and plug it into the “active” port on the wall and then plug the other end into your computer.



## Need Sound?

Connect the VGA and **Sound** cable to your laptop. If you are unable to hear sound, check your laptop sound feature to ensure the volume is on and check the wall unit volume control buttons.



## Turn off the power when you are done

When you are done put all wires back and turn the display to “off”

