

## Setting up Laptop and Digital Projector

1. Make sure the laptop and projector are both turned off before you start trying to make any connections.
2. Locate the video cable - it doesn't matter which end you connect to either device. Connect one end to the Projector "Computer In" port and connect the other end to the Video (external monitor) port on the laptop.
3. Make sure both ends are securely connected and tighten if necessary. A loose connection at either end will prevent you from displaying your presentation.
4. If your projector has a mouse for remote control, connect the cable to the laptop mouse port and then connect the other end to the Projector Mouse/Com port. If you use an infrared remote, make sure the adapter is in place or that the devices are lined up correctly for the signal to be sent and received.
5. Connect external speakers to the audio out (or headphone) socket on the laptop.
6. Start the projector then your laptop. Make sure to check all connections to ensure they have been properly connected. If a permissions box comes up asking you if you want to use the projector click OK. If not and the laptop screen is not visible on the projected image click on the function key (F4 in this image but might be a different number. Recognise it by the picture on the key)



7. Run through your presentation to make sure it looks the way you want and that sound (if used) is set to an acceptable level and works properly. Keep in mind that you want the sound to be louder so that it will be heard with a large group of people in the room.

8.

**What You Need:**

- Laptop.
- Projector
- Video cables.
- Power Cords and power adapters.
- Extension cords.
- Speakers and audio cables.
- Copy of your presentation on the laptop hard drive (ideally)
- Copies of the presentation on removable media e.g. USB memory stick.
- Supplied SMHFA CD Rom
- DVD of film clips even if you have embedded them into your presentation.
- The correct number of copies of handouts for your presentation

For video instructions go here [http://www.ehow.com/video\\_4871735\\_use-computer-projector.html](http://www.ehow.com/video_4871735_use-computer-projector.html)