Using the Equipment in Your Classroom

1. **Turn on the computer in the podium, or connector your laptop to the cables.**

2. **Turn on the projector or TV** by pressing the power **on** key on the remote.

3. To use a laptop, connect the VGA or HDMI cable.

   a. <u>**Windows computer:**</u>
      i. Press the **Windows key** and the **P** key simultaneously.
      ii. Using your arrow keys, highlight **duplicate** and press enter.
   b. <u>**Apple computer:**</u>
      i. Click the **Apple** icon and select **System** Preferences
      ii. Select **Displays**
      iii. Select **Mirror** from the Arrangement menu.

4. To **adjust the volume**, use the volume control on the computer or laptop.

5. To **blank the screen**, press the blank screen on the remote. Not all remotes have a blank screen button.

6. **Turn off the projector or TV** by pressing the **Off** button on the remote.

For emergency support:
call 214-768-8888

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