

Hooking a laptop to a projector (...the detailed version)

- Attach the VGA cable
- Check the laptop Presentation Settings
- Check the projector input source

1. Place the laptop and projector on the table.
2. Plug in the laptop and projector power cables, **but do not turn them on.**
3. Connect the laptop to the projector with a VGA cable. The connectors are “D” shaped, so note which end goes up.



VGA cable



Cable ports on rear of projector

* Some projectors have more than one input port. Note which input port you use. For example, there is only one VGA port on this projector, labeled “Computer 2.”

4. Turn on the projector first, wait a moment before turning on the laptop.
5. Turn on the laptop – log in if necessary

If no settings have changed since the last time the laptop was hooked to a projector, there’s a good chance that you will see the computer desktop being shown through the projector at this point. You don’t need to do anything else.



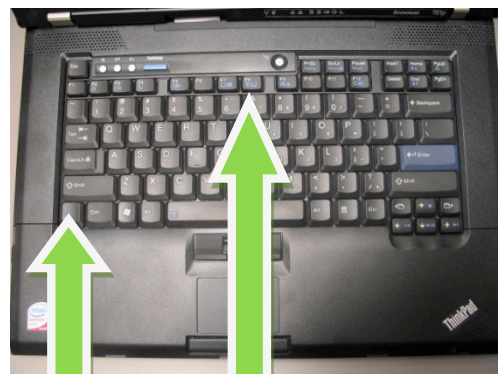
* If you still see a blue screen, you may need to adjust the “Presentation” or “Display” settings on your laptop.

Adjusting Presentation or Display settings is different on every make of laptop and even different models within a manufacturer’s line.

For **most** laptops, it’s a combination of pressing the function (Fn) key and another key at the same time.



Fn key



Fn key

F7 key



* Display settings is the F7 key on this Lenovo laptop. It’s a different key on different laptops, but usually has this same image of a screen sitting next to a laptop.

Pressing the display output key while holding down the function button will usually toggle through three options:

- a. Laptop screen only
- b. Projector only
- c. Laptop & projector display

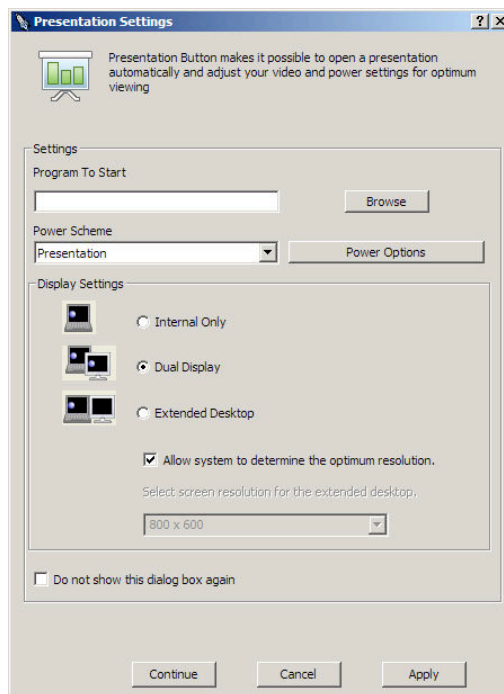
Be patient – it may take a moment for each display option to take effect

Here's an example of a laptop with a different Display Settings configuration.



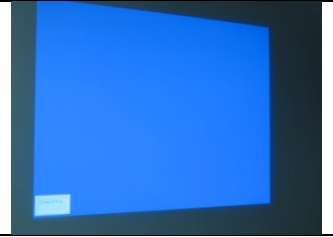
This HP laptop used by MCC has a dedicated Displays Settings button.

Pressing the Displays Settings button brings up this menu:

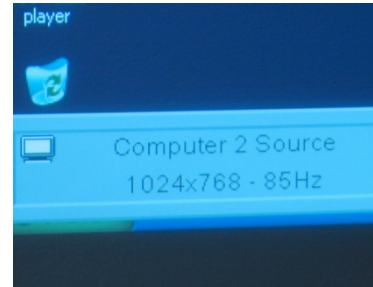


Make sure the Dual Display radio button is selected and press Apply.

* If you still see a blue screen, you may need to adjust the input source on the video projector.



Press the source button on the projector until the correct input source is displayed. From the example above, we would choose Computer 2 Source.



You may have to adjust the input source on the projector again after you make a change to the laptop Display settings.