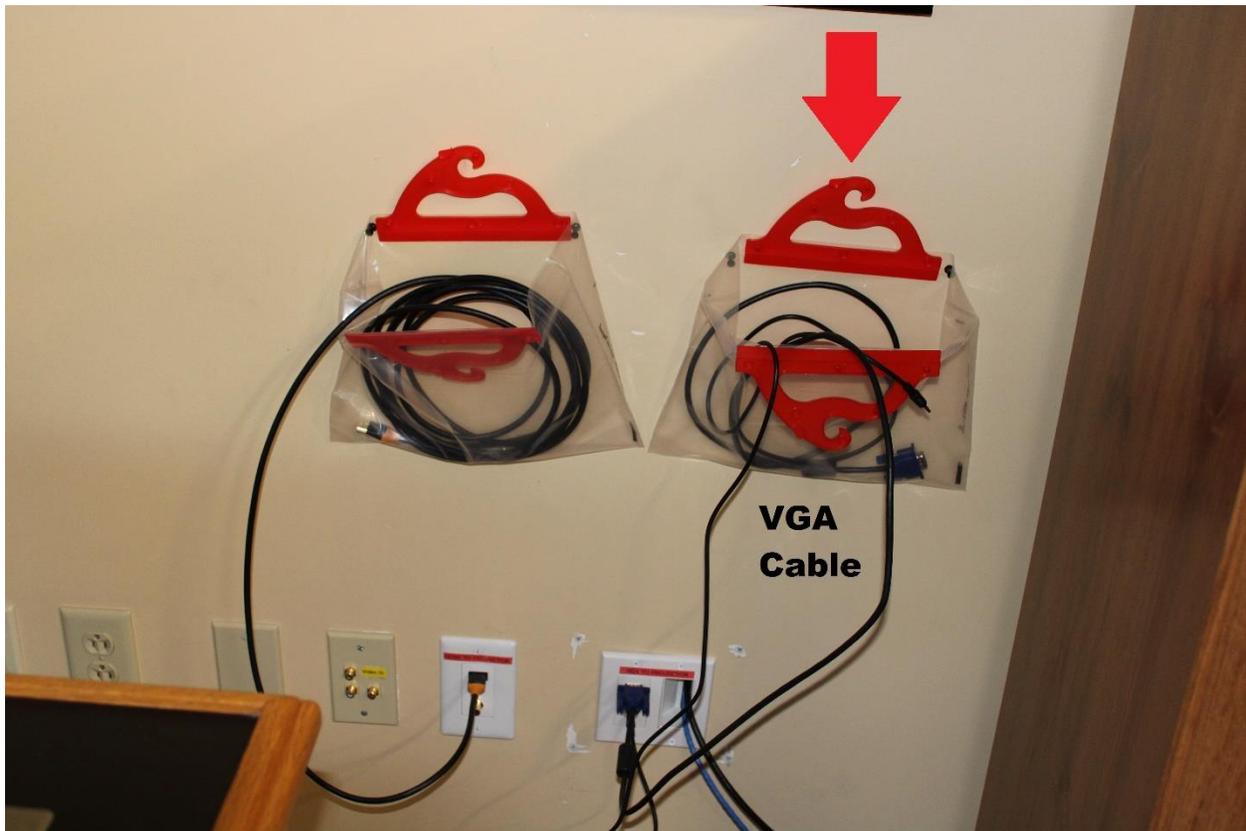


**USING YOUR VGA LAPTOP WITH THE
CEILING PROJECTOR IN THE
LIBRARY'S COMMUNITY ROOM**

- Find the VGA video cable connected to the wall next to the cabinet in the front right side of the community room



- **Connect the blue VGA video plug to the VGA video port on your laptop, and connect the black audio plug to the headphone jack on your laptop. Then, turn-on your laptop.**



- **Unlock the padlock on the cabinet (using the key sitting on top of the cabinet; if not there, please ask for it at the circulation desk).**



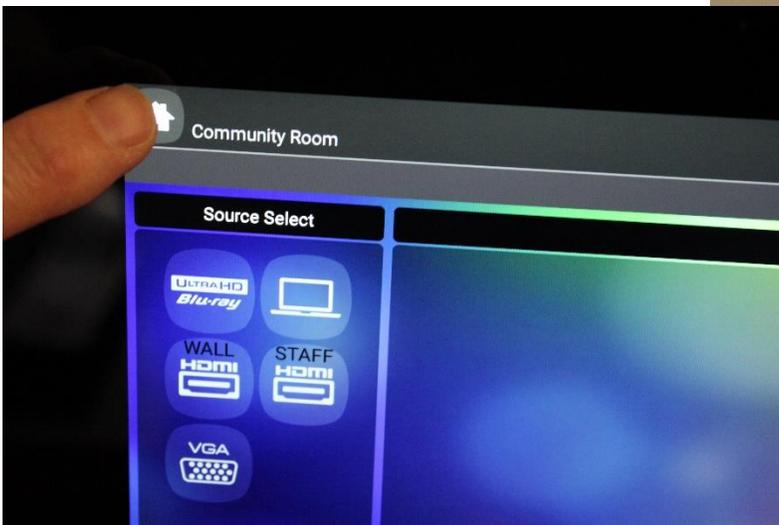
- **Inside the cabinet, locate the WHITE remote control for the ceiling projector.**



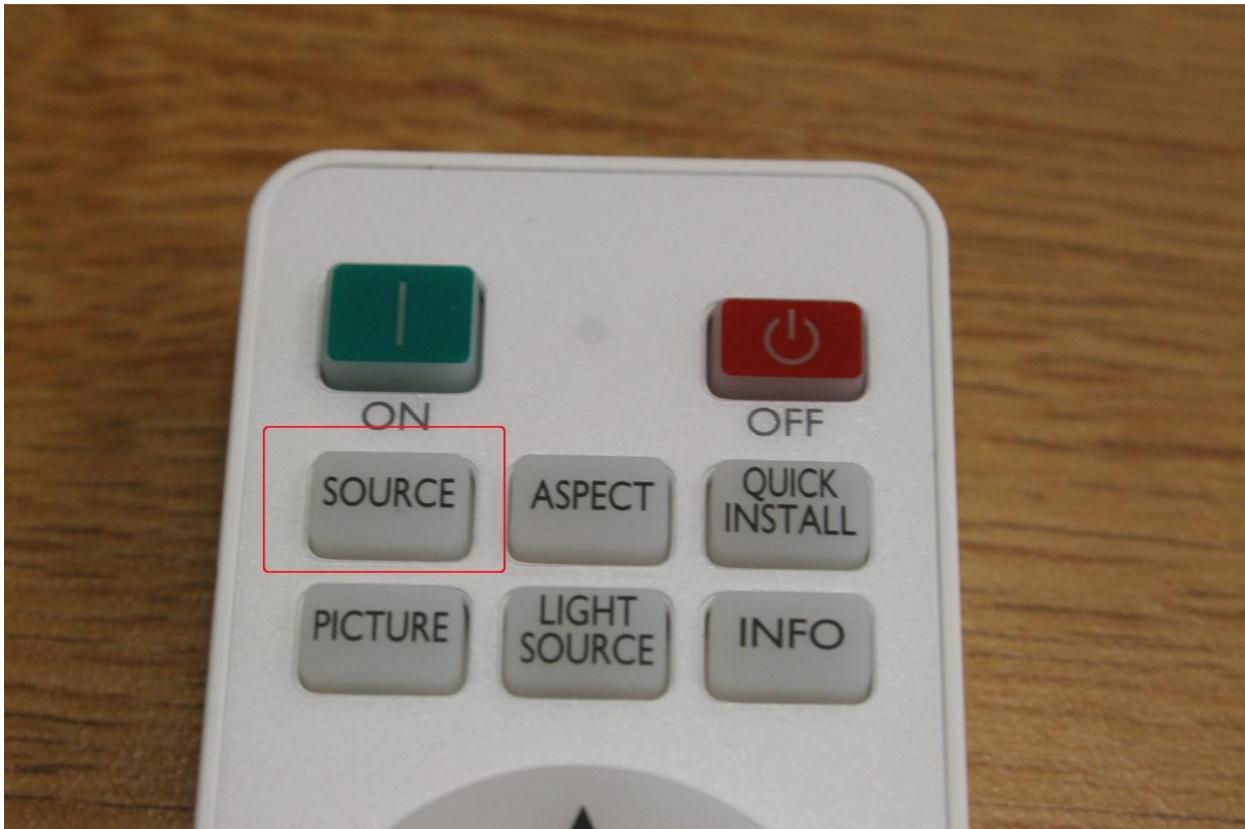
- **Be sure to point the remote control directly toward the ceiling projector when pressing buttons on the remote.**



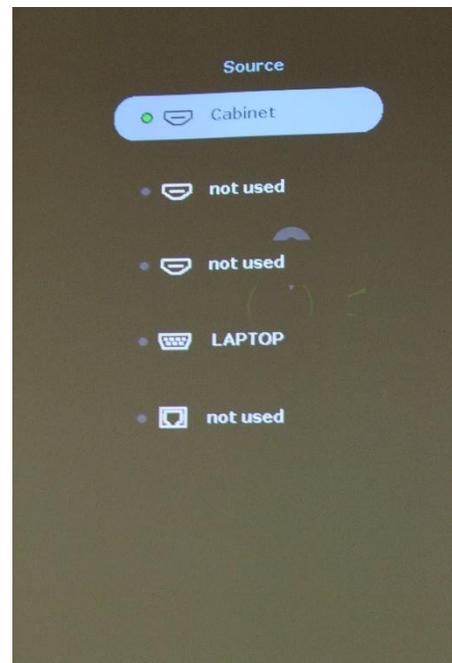
- **To turn-on the ceiling projector, on the Wall Control Panel, press the House Icon (in the upper left-hand corner, next to “community room.”)**

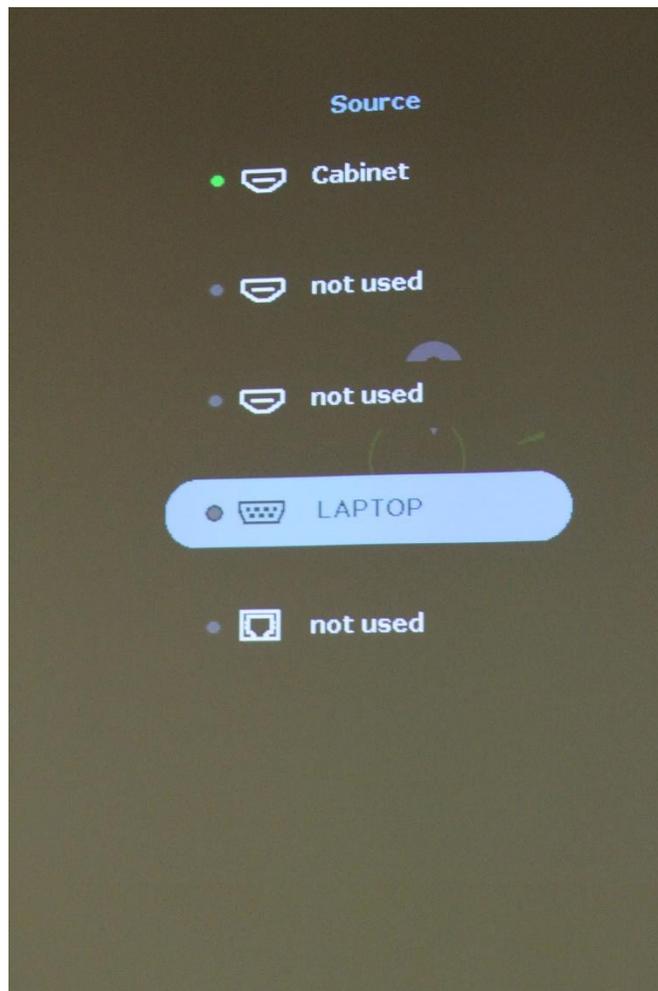


- **Point the remote control toward the ceiling projector and press the SOURCE button.**



- **Look at the projector screen in the front of the community room. A menu will appear (see below right and top of page five). Using the ARROW KEYS (surrounding the OK button) on the remote control, move the selection on the screen to LAPTOP and press the OK button. This selects your laptop as the projection source.**

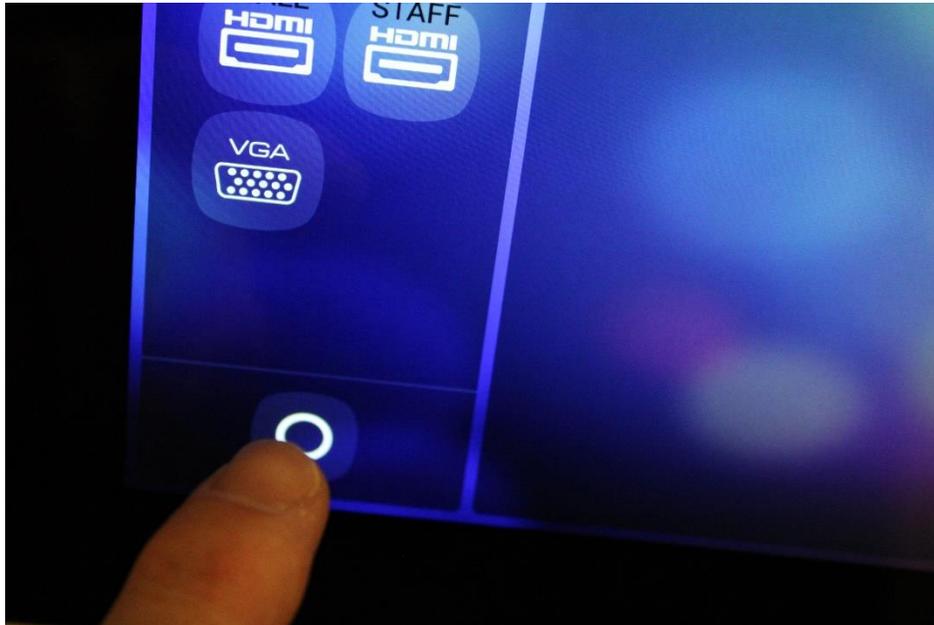




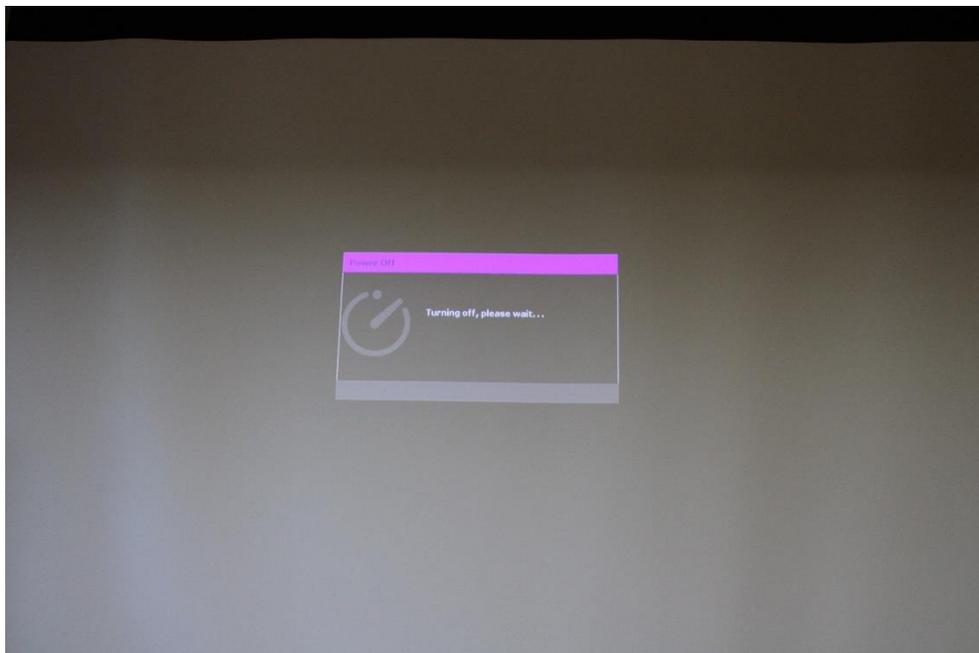
- **It will take approximately 10-15 seconds for the ceiling projector to recognize your laptop as the projection source. You should see your laptop screen being projected onto the big screen in the front of the community room. You are now all set to begin your presentation.**

TURNING OFF THE CEILING PROJECTOR

- **To turn-off the ceiling projector, on the Wall Control Panel, press the O icon (in the lower left-hand corner).**



- **Look at the projector screen in the front of the community room. You should see a pop-up window stating that the projector is powering down.**



- **Look at the ceiling projector to make sure it has turned off. There should be no light shining out of the projector lens. (The orange light on the ceiling unit stays on in “standby” mode, so this is nothing to be concerned about.)**
- **Disconnect your laptop from the video and audio cables, and return them to the hanging bag on the wall where you found them. Thanks.**
- **VERY IMPORTANT! Return the remote control to the cabinet where you found it and lock the cabinet doors with the padlock.**