Guide to Room 250 (Pi Lambda Theta)

1) Pull down firmly on cord by windows until screen stops unrolling.

2) Press PC button on wall plate by bathroom. Indicator light on wall plate will turn green.

3) VGA cable is located on the floor below wall plate. Check that it is securely plugged and screwed into the wall plate and that the audio cable is also plugged in. Plug VGA cable into laptop (a). Most PCs have a VGA port built in (b), but some may not. All Mac users, as well as any users of PCs without a VGA port will need an adapter (c). If you do not have one, one can be borrowed from the Instructional Materials Center on floor 4 ½. Please bring your laptop to the IMC before your presentation so that we can outfit you with the proper adapter.

When you are done, unplug everything from your computer and hold down “PC” button on the wall plate for 5 seconds until green indicator light goes off.

Return screen to its fully retracted position by pulling cord until it stops, then slowly releasing it upward. Screen should automatically spool up into ceiling.

Remember to return any borrowed equipment to the IMC!
Trouble Displaying?

**Mac or PC:**
Click on the top of the window that you want to display and drag it to the right. Keep dragging until it shows on the board.

That’s my cursor. All the way at the top of the screen!

Your cursor is now on the board, not on your laptop screen. Pretend that the two are side-by-side and it might make a little more sense. This is called “Screen Extend” because your computer is interpreting the display board as additional space.

**Mac Users:** Alternatively, you can go to System Preferences (“Settings”), then click “Displays” and select the tab at the top labeled “Arrangement”. Make sure that the box marked “Mirror Displays” is checked.

**Still need help?** Call the IMC at 617-353-3181 or come up to the 4 ½ floor