Guide to Room 146  (Helen Murphy)

1) Pointing the remote at the projector, press the green power button once. Allow projector 30-60 seconds to warm up

2) 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.

For audio, find the audio cable on the left-hand side of the board into the jack labeled “PC”. Volume can be adjusted with the dial above the ports.

When you’re done, unplug everything from your computer and press the green power button on the remote control twice to turn off the projector.

Internet Trouble? There is an ethernet cable plugged into the wall below the board. Plug the other end into your laptop and you will have internet access.

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 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