MCMASTER UNIVERSITY
CLASSROOM AUDIO VISUAL SERVICES {CAVS}

Connecting a laptop "Windows/MAC" to a data projector

Purpose

Connect a laptop to a
Data projector
in the classroom

♦ To connect a laptop in a classroom environment to an external display (data projector)

♦ To display a powerpoint presentation, websites or any other teaching materials to the external display

Common Issues

Common issues that arise
during the connection
process

♦ The laptop image is not being displayed or sent out to the data projector

♦ The VGA cable is either not plugged in or not connected properly

♦ The resolution settings on the laptop are incorrect resulting in a distorted image, half image or image off the screen

♦ The external display output on the MAC is not turned ON (mirroring)

Hardware Setup

Cable connection:

Turn ON data projector:

Turn ON the laptop:

♦ Find the VGA cable from the equipment in the classroom (blackbox or podium)

♦ Connect the VGA cable to your laptop and secure the cable

♦ Turn ON the projector first and wait for the projector to warm up (approximately 1 minute)

♦ When warmed up, select the source...this could be Computer 1 or RGB1

♦ Turn ON your laptop

NOTE: If you have a MAC, you will most likely need some type of VGA adapter. For the MACBook, you would need to purchase a "Mini-DVI to VGA Adapter"

Display Settings Setup

For Windows XP:

For MAC:

♦ The most common resolution on the data projectors is 1024 x 768 (XGA), therefore, the laptop resolution should be set to 1024 x 768

For Windows:

♦ Right click on the desktop and left click on Properties...then click on the Settings tab

♦ Set the Screen Resolution to 1024 x 768, then click on Apply

For MAC:

♦ Go to System Preferences and then click on the Display icon

♦ Change the resolution and make sure Mirroring is checked

Audio Setup

♦ Some presentations require an audio hookup. Some classrooms are equipped with an audio cable.

♦ Connect the audio cable to the earphone port on your laptop

♦ If there is no audio cable available in the room, contact CAVS extension 22761

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Display/send out laptop image to the data projector

- Depending on the type of laptop you have, there are different procedures to activate the VGA output port on the laptop

- When you turn ON the laptop and you have logged into the operating system, Windows XP or MAC OSX and nothing shows up on the external display (data projector), this tells you that the VGA port is not active

- MAC laptops use a feature called Mirroring

- Windows laptops use function keys

- Windows laptops, depending on the video card (display adapter) installed on the laptop, can also use mirroring or cloning to activate the VGA output port

- **Consult your user manual**, usually under the heading connecting to an external monitor or external display

For Windows:

- Make sure the VGA cable is connected and the projector is turned ON

- Select the source, Computer 1 or RGB1

- Turn ON the laptop

- Use the Function key combination to output the laptop display to the external monitor

- Function key combinations can be FN+F4, FN+F5, FN+F7 or FN+F8

NOTE: Pressing the FN key combination, toggle between each function, will do the following:

⇒ Laptop display on laptop display only
⇒ Laptop display on projector display only
⇒ Laptop display on laptop and projector display

For MAC:

- Connect the laptop, turn ON projector, turn ON laptop, select mirroring

Contact Information

Need Help:

If you need assistance or have any questions, contact Classroom Audio Visual Services (CAVS):

Location: McMaster University
                    Classroom Audio Visual Services (CAVS)
                    1280 Main Street West, GSB-105
                    Hamilton, Ontario, Canada, L8S 4K1

Phone: (905) 525-9140,   Extension 22761
Bookings: equipbkg@mcmaster.ca   Website: http://www.ltrc.mcmaster.ca/class/

Laptop Configuration:

OTTO GEISS   Phone: x..26967   Email: geisso@mcmaster.ca

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