



Connecting a laptop to the Projector or TV

1. Select the correct cable from the port in the floor. “Projector” for projector and “TV” for TV.
2. Retrieve the box of remotes from the kitchen counter.
3. Plug the cable into the HDMI port of the laptop. If you don’t have an HDMI port, there is a convertor in the box of remotes that may work.
4. If connecting to the TV, turn on the television with the TV remote.
5. Select input- “laptop.”
6. If connecting to the projector, power it on with the BenQ remote. (point it at the projector on the ceiling). Lower the screen with either the white screen remote or the button on the wall by the phone.
7. Use the BenQ remote to select source 2 for the input.
8. Set the display on the laptop to “duplicate” or “second screen only”. (This is either a function key or a right-click and display process)
9. If you need to connect to the Internet, Wi-Fi is available from wccls.org.
10. When done, power off everything with the correct remote- red button for the projector- and return the screen to its retracted position.

I acknowledge that I have been shown how to use the floor data port, the television, the screen and the projector and I accept responsibility for their proper use.

Date: _____ Signed: _____