Tech Tips

General Classroom
Rooms 002-010, 102-108, 110, 208, 215

① **VGA Cable Connection**

② **USB Connection** use for flash drives (must sign in to computer)

③ **Projector Screen** follow instructions on keypad to use screen

MBA Classroom/ Conference Room
Rooms 120-122, 124-126, 213, 214, 216, 217

① **VGA Cable Connection**

② **USB Connection** use for flash drives (must sign in to computer)

③ **Projector Screen** follow instructions on keypad to use screen

What is Available?

These are available in all rooms:
- Projector screen
- VGA Cable
- USB Connect

What Should I Bring?

The following accessories are NOT in the rooms. If needed for your presentation, you should bring your own:
- VGA Adapter
- Flash drive

Note: some laptops do not have a VGA port so a 'dongle' adapter is required. If this is the case, please bring your own. **If you have a Mac computer: please bring a display port to VGA adapter.**

We highly recommend having a backup version of your presentation onine or on a USB drive in the event of unplanned technical difficulties.
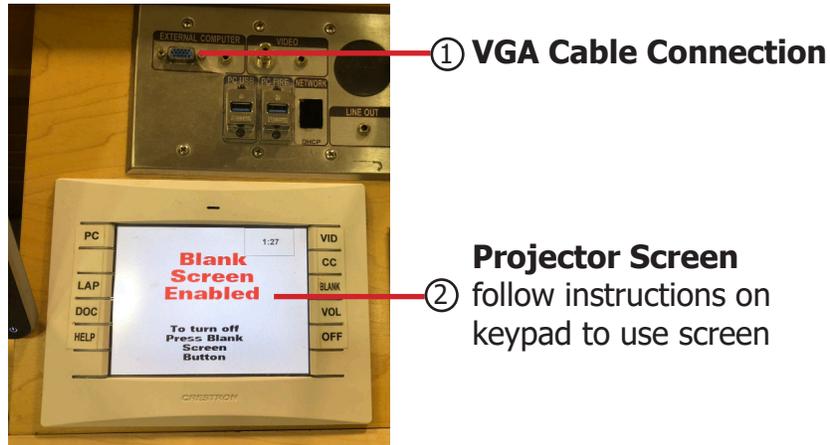
What If I Need Help?

If you are in a general purpose classroom, the tech hotline number is posted next to the door. Please call this number for assistance.

Before calling, we recommend asking a student for help. Students typically arrive early and many would be happy to highlight their tech and customer service skills by assisting! They are familiar with the technology in the rooms.

Tech Tips

Directions for Using a Cable Accessory

① **VGA Cable Connection**

Projector Screen
② follow instructions on keypad to use screen

Step 1: Plug cable into your computer and VGA cable port (1). If your computer only has an HDMI port, make sure you bring an HDMI to VGA adapter.

Step 2: Touch screen to turn on projector (2).

Step 3: Change source to laptop using buttons on side of screen (2).

Step 4: When finished with presenting, turn off system by using the 'System Off' button on the side of the screen (2).

Note: If you need audio, be sure to plug auxilary cord into your computer as well.