

Communication Matters Conference – Connecting Your Presentation



First Things First!

Check whether the room you're in has a touchscreen control panel (left) or a desktop control panel (right).



Connecting your Device with an HDMI Cable

If your computer connects using an HDMI cable, look for this cable on the desk and plug it into your laptop:



If the room has a touch-screen control panel, connect the other end of your HDMI cable to the port on the desk and tap **BYOD** – the projector should now display your laptop screen.

If you have a desktop control panel, connect the other end of your HDMI cable into the **HDMI 2** port and under the **Display** section on the left press **ON** – the projector should now display your laptop screen.

Connecting your Device with a VGA Cable

If your computer connects using a VGA cable, look for this cable on the desk and plug it into your laptop:



If your presentation has sound, you will need to make sure both cables are plugged in.

If the room has a touch-screen control panel select **BYOD** – the projector should now display your laptop screen.

If you have a desktop control panel, press **ON** under the **Display** section of the panel on the left - the projector should now display your laptop screen.

Using a USB Stick

Logon to the desktop PC using the username and password which you will find stuck to the podium.

If you have a touch-screen control panel, plug your USB stick into the port on the desk and select **PC** – the projector should now display the PC screen.

If you have a desktop control panel, plug your USB stick into the port on the right and under the **Display** section on the left press **ON** – this should now display the PC screen.

If Nothing is Happening

Check that the projector is switched on – use the remote to turn it on if not

If All Else Fails!

Call the Helpdesk on extension 5555
(0113 343 5555 from a mobile)