

## Humanities Building Smart Board Instructions



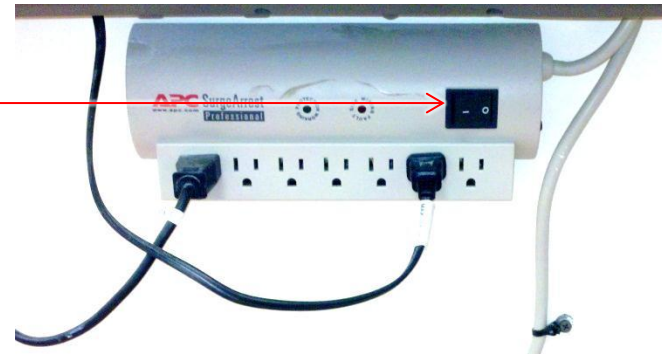
*If there are still problems syncing the video signal or getting sound,  
please feel free to contact Audio Visual Services for assistance at 718-488-1348.*



**If you will be using a PC laptop:**

- 1) Make sure there is power to the board by checking the power strip.

On Position



- 2) Plug in VGA and USB cables to your laptop (for video and audio capabilities).



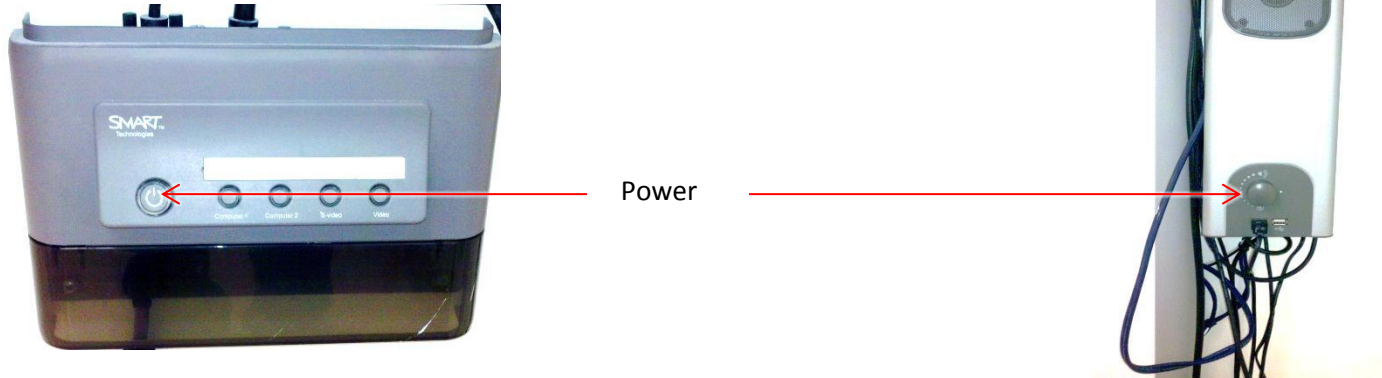
USB (audio)



VGA (video)



3) Power up the board and projector by pressing the large button and the speakers by turning the knob.



4) Turn on your laptop.

5) If the laptop isn't automatically detected and no image appears on the board, you must sync manually. To do so, hit the Function (FN) key and the correct F# button on your laptop simultaneously. Pressing the FN+F# key combination is a 3-way toggle for where you see the laptop image displayed. The three options are: on the laptop screen, through the projector, or on both. \*TIP: Be patient when toggling. The image may take a second or two to switch.

The Function key is found on the lower left hand corner of your keyboard.

Function Key



The F# keys are found atop the row of number keys and will either say "CRT/LCD" or "VGA" or have an icon of a dual monitor on it.

Examples of F# Keys



- 6) Some rooms may still give a message saying “No Signal” after you attempt to manually sync. In this case, you may have to select the proper source on the board (Computer 1 or 2).

Source Buttons



**\*H214, 215 & 216:** These 3 rooms have different systems installed however you can still connect your laptops to project your presentations. To do so, please make use of the cable in the room which has both the Video and Audio adapters on one cable. The VGA adapter is for the video signal as usual, but in these rooms for sound, you must connect the Mini Adapter on the cable to your laptop’s headphone jack.

Earphone Jack



Mini Adapter

**\*If you will be using a Mac/Apple product:**

- 1) \*You will need an adapter (Mini DisplayPort > VGA model laptop you have).



-or- DVI > VGA



depending on the

- 2) Follow the steps for PC sync, but remember to connect your adapter (MiniDP or DVI end to your Apple and the other end to the VGA cable coming out of the board). This will allow the laptop and Smart Board to sync and then desktop images can be projected. What we have found is that the Smart Board will auto detect the laptop 9 out of 10 times if:
- all cables are attached
  - board and projector are powered up first and the laptop is started up 2<sup>nd</sup>. If this doesn't work, you must manually sync and mirror the image (CMD, F2 -or- Apple Menu>System Preferences>Displays>Detect Displays>Check the Mirror Box). \* NOTE: This option will only be available when there are two display devices connected *correctly* such as the laptop and the projector.