



## To display Data from a Laptop

The diagram shows the controller/commander for the Plasma Screen. It can be found on the wall at the front of the room beside the Plasma Screen.

- To use a laptop computer, the appropriate VGA lead supplied should be connected to the USER'S laptop. Also connect the sound lead supplied if you have sound files to playback. The laptop should not be switched on at this stage.
- The Plasma Screen can be switched on by pressing the **On** button on the Controller, until the LED on the button flashes Amber. The button will turn to green when the Plasma Screen has warmed up - this takes only a few seconds.
- Once the Plasma Screen is switched on, then the laptop can be switched on.
- To playback sound from computer files, make sure the sound lead (supplied) is plugged into the right socket on your laptop (headphone socket). If the volume level needs adjusted, this can be done firstly on the computer itself and if a suitable level still cannot be achieved, then also by pressing the **Vol +** or **Vol -** buttons on the Controller.

## Troubleshooting

- If for some reason **no sound** is heard, check the sound lead is plugged into the right socket on the computer (Headphones not Mic). Check that the computer is not in mute, and the sound levels are adjusted up. Check the Volume of the Plasma Screen is turned up appropriately by pressing the **Vol +** button on the controller. (The Plasma Screen volume level is shown on the screen while doing this).

- If you experience no image being displayed, one of the following alternatives should be followed ...

1. The USER may need to tell the laptop to output to an external device, as well as its own internal screen. This is achieved by pressing the Function key (Fn) **along with** the appropriate F key along the top of the keyboard. The appropriate key may have a Monitor/Laptop symbol on it or it might display CRT/LCD. Press, and then wait a few seconds for the data projector to respond. Repeat this process (press the 2 buttons together again) if the laptop screen image is lost.

2. And/Or... Select the right input on the Plasma Screen by pressing and holding the **Data** button on the Controller which will then light green.

### Important!

Once the USER has finished their session, the **Off** button on the controller should be pressed and held until the LED flashes green (takes about 4 seconds). The Plasma Screen will then go into shutdown.

**If you need further technical assistance, please call the Service Desk on 66777**