

Borg Warner room – Using the podium touch screen to connect a laptop to the projector 2018-May 08

The podium in the Borg Warner room has a touch screen for control of the projector and audio, as well as two standard computer video cables – one VGA (analog) and one HDMI (digital). Microphones are stored inside the podium.

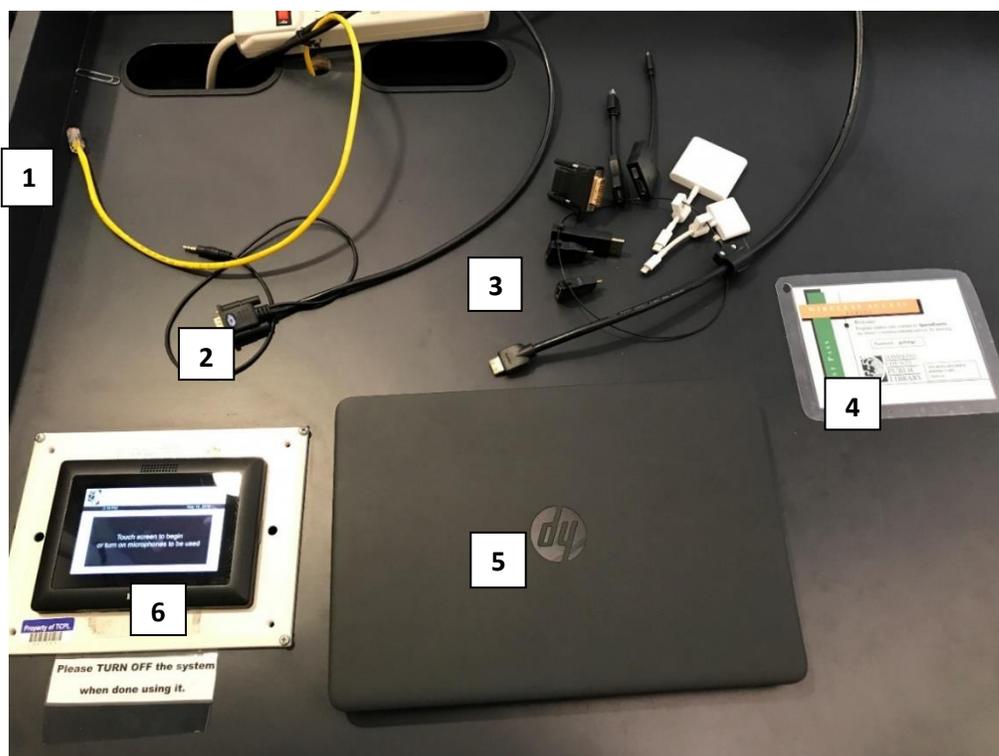
The general practice is to connect the laptop to a video cable (HDMI preferred), then use the touch screen to turn on the projector and select the source – VGA or HDMI, depending on which you have connected. If audio is needed it is automatically included in the HDMI connection; if using VGA you must also attach the audio plug to your headphone jack.

The HDMI cable has an attached “keyring” of adapters that should allow most modern laptops and many handheld devices (phones and tablets) to connect via HDMI to the projector for presentations. Locate the connector end that matches your device and plug it in, then connect the podium HDMI cable to the other end of the adapter.

It is beyond the scope of this document to provide details on all possible devices that might be capable of projecting, so patrons who wish to have a successful result should be familiar with their device’s settings and be prepared to make necessary adjustments. To that end, the library strongly recommends that users of the BW room arrive early enough to make the required changes before their program, as onsite assistance may not be available. Advanced training during regular business hours may also be available, depending on timing and staff availability.

Borg Warner East – podium components

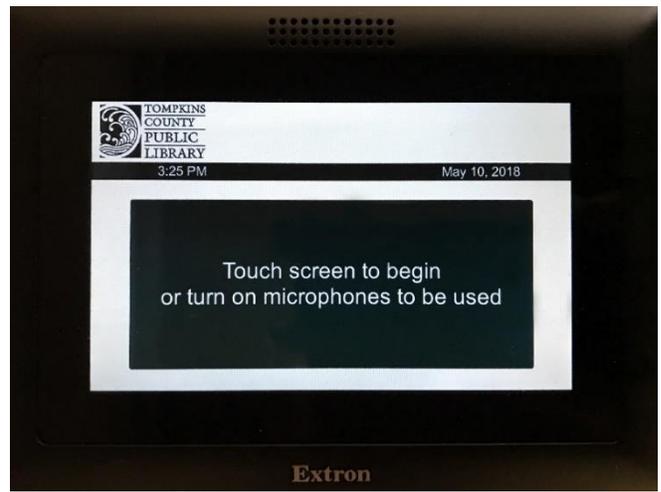
1. Ethernet cable can be used to connect to the Internet, but most people use WiFi network “SpecialEvents”.
2. VGA video cable with attached audio plug for sound (if needed) which plugs into your headphone jack.
3. HDMI video cable (includes audio) with attached keyring of common adapters.
4. placard with the *SpecialEvents* WiFi password
5. laptop (not included)
6. Touch screen control panel.



HDMI cable for video and audio.

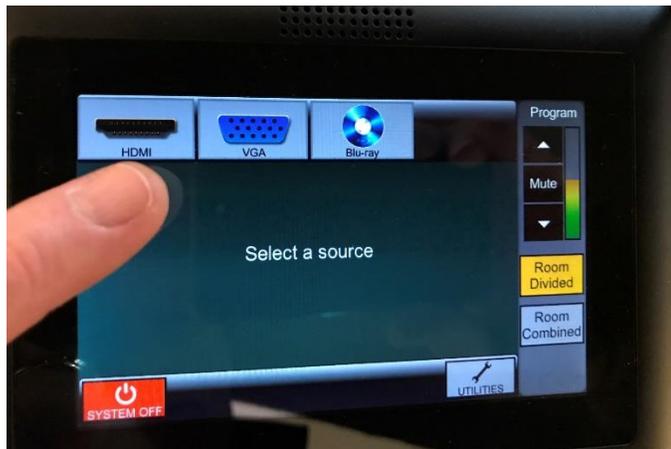


Touch screen control ready to begin.

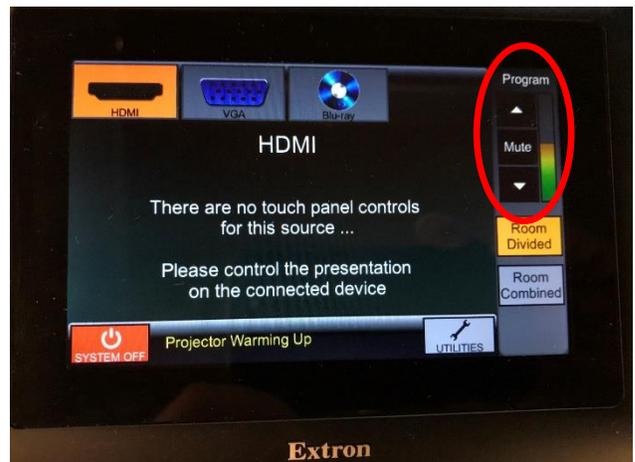


Touch to select source for video.

- ➔ Volume for sound (and mics) controlled with Up and Down arrows upper right under Program.
- ➔ It may be necessary to adjust the Sound device setting in the laptop Control Panel to get audio to work.



HDMI selected, projector warming up.



Laptop display set to **Duplicate** screen to projector.



When finished, after tapping red **System Off** button.

