

# Overhead Projector – Setup Instructions

**Step 1:** Flip the white switch to bring the projection screen down automatically.  
(Projector screen switch is located near the doors of the conference room)



**Step 2:** To switch on the projector push the ON button and wait for the button to light up. A countdown should begin on the projector screen, wait for the countdown to finish then proceed to the next step. (Control panel is located next to the doors of the conference room)



“Off” – State



“On” – State

Note: If audio is connect via VGA/Audio cable it can be controlled by “VOL up down buttons” Remember if you’re using sound you must have VGA/Audio cord connect to speaker or headphone input to your laptop

**Step 3:** Connect the laptop to the VGA/Audio cable connected to the wall jack, note do not remove VGA cable from wall jack (VGA-Audio cable connected to the wall jack is located at the bottom right hand corner of the wall beneath the blackboard).

**“VGA / Audio Cable”**



**Step 4:** Press “Fn” key + “F5” or “F7” key (The type of laptop or notebook being used determines if you need to press the Fn + F5 keys or the Fn + F7 keys).

**Note:** On some laptops and notebooks the F5 and F7 keys have LCD/CRT imprinted on the key to help you determine which key is the right one to press.



**“Fn Key”**

+



**“Key with (LCD/CRT) marked”**

**Step 5:** Finally your desktop should be display on the projector screen if not repeat Step 4 and make sure that VGA cable is properly connected to your laptop or notebook.

**P.S:** *If you are still having problems setting the projector up, please call CBA Computing Services at (312) 996-3775 or email us at [cbahelp@uic.edu](mailto:cbahelp@uic.edu)*