

## Presentation Preparation Tips

IIRP projectors in each conference breakout room will connect to your laptop via a standard HDMI cable or VGA cable.

HDMI Port and Cable -



VGA Port and Cable -



If you do not have a standard HDMI port or VGA port on your computer, you will need a display adapter to connect the standard HDMI cable or VGA cable to your computer's display port (e.g., "HDMI to Mini DisplayPort (Mac)", "HDMI to Mini HDMI", "HDMI to Micro HDMI", "VGA to Mini DisplayPort (Mac)").

Display Adapters -



- Know where your presentation files are located on your laptop.
- Make sure your presentation file is copied to your laptop's hard drive, rather than running from a USB flash drive. It will run more quickly and smoothly from the hard drive.
- Bring your AC adapter. Make sure your laptop is plugged in and not running on the battery.
- Turn off your laptop's screensaver and energy saver, so your presentation will not be interrupted:

*Windows: Start Menu > Control Panel > Display > Screen Saver.*

*Mac: Apple Menu > System Preferences > Desktop & Screen Saver.*

- Turn off all unnecessary programs on your computer to help your presentation run more quickly and smoothly.

## Connecting a Laptop to a Projector

- 1) Plug the laptop into the projector via the standard HDMI cable/VGA cable or HDMI adapter/VGA adapter and make sure that all the connections are secure.
- 2) Make sure that the projector is set to the correct source. There is a "Search Source" button on the projector that switches between the various available inputs.
- 3) If the projector is not displaying your screen, try the following:

*Windows: Toggle the display mode (which is usually sufficient to get the projector to work): Press the "Fn" key in combination with the correct Function key (e.g., "F5", "F7", "F8") to change the display mode. (The correct Function key varies by laptop. It may say "LCD/CRT" or have an icon that looks like a monitor screen on it.) Pressing these keys generally toggles between three modes:*

*Display on laptop only, nothing on projected screen*

*Display on projected screen only, nothing on laptop screen*

*Display shared by both laptop and projected screens. (This is probably the state that you want.)*

*Mac: Go to Apple Menu > System Preferences > Displays, and click "Detect Displays" button. (To share the display on both the laptop and the projected screen, check the "Mirror Displays" option on the "Arrangements" tab.)*

## Connecting a Laptop to a Speaker

IIRP provides a Sony speaker in each conference breakout room. The speaker can be connected to your computer's headphone jack via a 1/8-inch audio cable.



*Windows:* Go to Start > Control Panel > Sound > Playback tab. Select "Speakers" as the default audio playback device.

*Mac:* Go to Apple Menu > System Preferences > Sound > Output > Headphone Port.