

RECOMMENDED LAPTOP CONNECTION PROCEDURE TO AV SYSTEMS AT QUEEN'S

As there are a large range of laptop output connection types and video formats, please follow these steps when connecting a laptop to the AV system.

1. At the control panel, turn on the projector (leave on if switching laptops).
2. Connect the supplied VGA cable to the laptop or the user supplied VGA adapter. (see note)
3. Turn on the laptop after it has been connected to the cable. This is important because only at boot up does the laptop look for a connection to a video system or monitor.
4. After the projector power ON button stops flashing, select the laptop button on the control panel.

If switching to a different laptop, reselect the laptop button after that laptop has booted fully. This action causes the projector to auto image to the newest connected signal.

Note: Current Queen's AV facilities have an analog (VGA) path to the projector. Laptops with a digital output, HDMI for example, require an adapter to convert the signal to VGA. This process from analog to digital within the adapter requires power be drawn from the laptop. It is therefore recommended that the laptop power supply be used and the battery be fully charged.

We have found some laptops limit the current available to the adapter which is insufficient to power these adapters causing them to not function properly. If this is the case with your laptop, a powered adapter must be used.

It is imperative that the user do a pretest with their laptop in each room that they will be using to ensure connectivity.

HDMI

Only 2 classrooms on campus have an HDMI connection. If your device has an HDMI output, follow the above start-up procedure using the HDMI cable.

Not following the above recommended connection procedure, video driver issues and faulty VGA adapters are the highest number of "failure to connect" causes we have encountered.

PLEASE CONTACT THE AV HELP LINE (36744) WHILE YOU ARE EXPERIENCING THE PROBLEM SO WE MAY DIAGNOSE EACH ISSUE ON SITE.