**INSTRUCTIONS FOR SETTING UP A PROJECTOR AND LAPTOP FOR A LECTURE OR STUDY DAY**

NOTE: IF USING A MAC LAPTOP, AN APPLE CONNECTOR NEEDS TO BE USED TO CONNECT TO THE PROJECTOR ([Mini DisplayPort output adaptor](https://support.apple.com/en-gb/HT204149) with HDMI port)

1. Before setting up the projector, the laptop must be turned off.
2. Connect the HDMI cable into the rear of the projector and then to the laptop’s external HDMI port.
3. Plug the projector into the extension cable (for safety, wrap it around the stand once) and press the “power” button to turn it ON.
4. If the HDMI cable & one extension cable are on the floor they must to be secured with the yellow and black tape so no one trips over them.
5. The projector and the computer must be plugged in to a power socket.
   1. If using an extension cable, ensure it has power surge protection.
6. Turn on the laptop.
   1. It should automatically pick up the projector. If not, hold down Fn + F5.

Packing up:

1. At the end of the lecture, turn the projector off first as it MUST cool down before packing it up.
2. Turn off the computer and unplug the HDMI cable from the computer & projector, and unplug any extension cables
3. Remove the yellow/black tape and wind up any the extension cables.
4. The projector, when cold, should go into its storage box; the computer & cables go in a computer bag with all other items (ie clip-on light for podium, pointer)