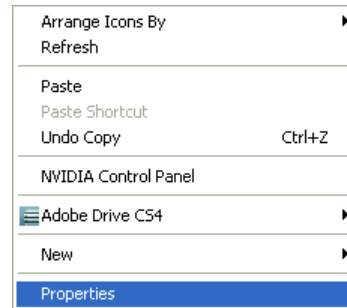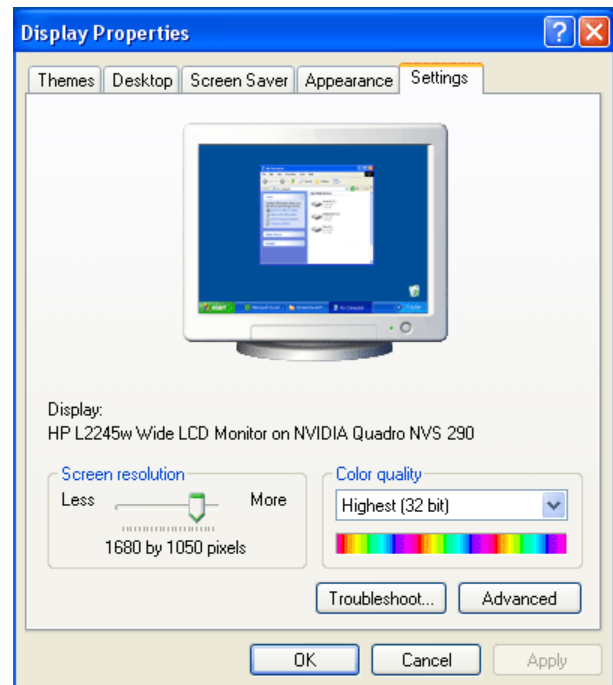Trouble Shooting for Projectors

Setting up your computer:

To set up your computer before the presentation, one thing that you should do is change your screen resolution to ensure that it is formatted correctly for the average projector. Currently, most of our computers are set to a very high resolution (i.e. 1680 by 1050) because of the size of our screens and our desktop monitors. Before presenting you will want to adjust this to a more standard resolution of 1024 by 768 pixels.
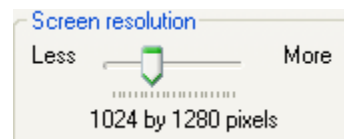
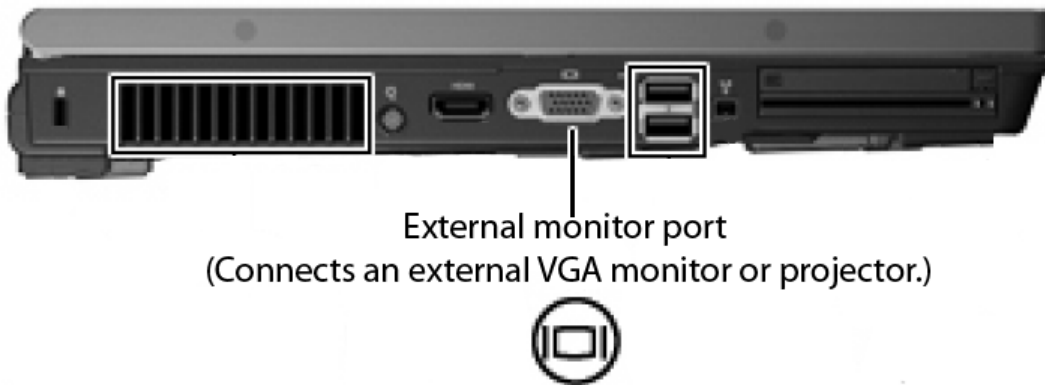|	
To make this adjustment, right click on your desktop and select "Properties."	
This will bring up a Display Properties menu where you should select the "Settings" tab.	
Within "Settings," there is a slide-bar titled "Screen Resolution," with the options of "Less" and "More" on either side. As you slide this, the numbers below will indicate the current resolution. As noted above, you will need to adjust this bar to reflect a resolution of 1024 by 768.	
Click "OK" at the bottom of the Display Properties box.	

Once you have adjusted and saved the new screen settings, you may notice that your icons have become larger and disorganized across your screen. Make sure to adjust them accordingly before presenting. A quick and easy way to do this is to Right Click, select the first option listed as "Arrange Icons By," and then choose whichever option best suits your needs, whether it is name of file, size of file, type of file, or date the file was last modified.

Hooking up to the projector:

Most projectors will use a VGA Cable to hook up from your laptop to the projector. This is the basic/standard cable and should be usable in most every venue.

Upon plugging in your laptop, your desktop should be reflected through the projector. If this does not occur, there are a few ways to troubleshoot your connection.

External monitor port
(Connects an external VGA monitor or projector.)

Try using function + f4:

First, there is a solution that can be done through the keyboard. This button will appear somewhere in the f keys at the top of the keyboard and is signified by a rectangle that encompasses a smaller rectangle with a vertical line on either side of it.   On the current laptops in our office, this is on the f4 key. To use this feature, hold down the function key (fn) and press f4. Give the computer and projector a few seconds to reflect any changes before trying again. This option will usually cycle through viewing options allowing you to see the presentation on just the laptop, just the projector, and both the projector and monitor. See below for a picture of the keys involved.

Check that the source/input is set correctly:

If you cannot get any video to project from your laptop onto the screen, then you may need to adjust the settings on the projector to make sure that it is set for the appropriate input. On many projectors, there are multiple inputs that feed

into a projector. There should be a source button on the projector or on the projector remote that will allow you to switch through the various input sources available. For example, you may be hooked up through "Computer 1" and the source may be set to "Computer 2" or "DVD Player."

Adjust video display settings:

If you are confident that the source is set correctly on the projector and you have tried to adjust your computer settings using the control + f4 option, then there are still a few ways that you can troubleshoot things. Occasionally the video settings on our laptops will not adjust correctly and the laptop will read the projector as a second monitor. This means that you will not be able to view your presentation on both your laptop screen and through the projector, just one or the other.

If this happens, there are some adjustments that you can make to the display settings on your laptop. To adjust these settings, again, right click on your desktop and select "Properties." Within the Display Properties box, select "Settings," and this time, click where it says "Advanced." The Box that pops up will again have multiple tabbed options and you will select the tab labeled "Quadro FX 1600M" and click the button titled "Start the NVIDIA Control Panel." In the new window that opens up you will want to use the menu on the left to select "Set up multiple displays" within the section titled "Display." For option 1. (Choose the nView display mode to use) you should click to select the second option to clone the displays, the option that notes "The same on both displays (Clone)." Once this is done, click "Apply" at the bottom of the screen. Now your settings should be adjusted to reflect the same image on both your laptop monitor and the projector.