Quick Start Guide
Health Science Campus / University of Louisville- School of Medicine

CTR 101/102

This is a large event space that can be split into two smaller rooms. These instructions will apply to both podiums in the room, but if the room is open (i.e. not split into two smaller rooms) the podium for 102 is the only podium that is active.

There is no PC available for use in CTR 101/102. You will need to ensure that if you intend to use these spaces that you bring a laptop and the means to connect it to a VGA cable.

How to Connect your Laptop

If you plan to bring a laptop and hook it into the projector, follow these instructions:

1. Connected to a box on the podium there is a black VGA cable. Connect this to your laptop.
   a. It is recommended you acquire any adapters you need to convert from VGA to what your laptop supports and keep it on you if you plan to use your laptop.
   b. There is also an auxiliary cable (shown in picture below) with this cable. Make sure to connect it to your headphone jack on your laptop if you require audio to play over the room speakers. (room is naturally kind of quiet.)
2. Tap on the touchscreen to begin (Left Image), when you do the screen will look like the image on the right. Tap on “Laptop”.
3. The projectors will turn on and the screens will descend.
4. After a moment or two, your laptop should now be displayed on the projector screens.