

Parkgate Library Projector Setup

Projector Setup Instructions

1. Unpack projector and laptop. The following items should be in the laptop/projector bags:

- Laptop Bag
 - i. Laptop
 - ii. Power cord
 - iii. Possibly network cable and mouse
- Projector Bag
 - i. Projector
 - ii. Power Cord
 - ii. VGA Cord (cord that connects laptop and projector)

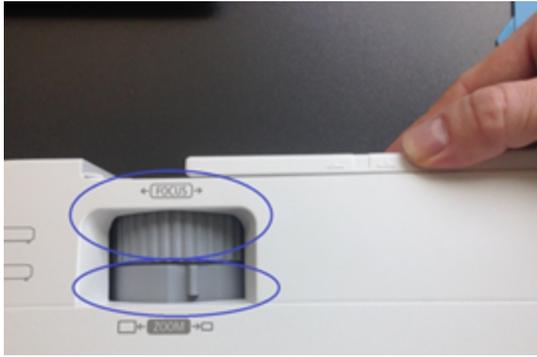
2. Plug in and power on projector and laptop.



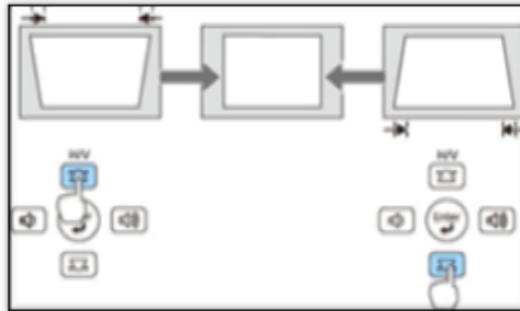
3. Plug VGA cord into computer and projector



4. Remove projector lens cover and adjust picture using focus/zoom adjustments.



(Optional) Adjust Keystone: If projected image is not rectangular/square, you can use 'keystone correction' to fix this. Many projectors have keystone adjustment buttons on top of projector. If not, the option is likely in the projector menu settings.



Connecting Speakers

If requiring speakers/sound, plug in the speakers' power supply to a power bar or wall outlet, and plug speakers into headphone-out jack on the laptop.



Logging on to Staff Training Account

It is recommended that you log in to the 'Staff Training' account when using laptop for public presentations to so that your email and personal network drives are not viewable by others.

- Username: **stafftraining**
- Password: **babybeluga**

Connecting to Wifi

- Laptops should automatically connect to 'nvdpl-staff' Wifi network if accessible. To view which

Wifi network the computer is connected to, double click the wireless settings icon (📶) in the bottom right corner of your taskbar.

- If the computer does not automatically connect to 'nvdpl-staff', you can try connecting to 'nvdpl-guest'. To do so, click the network: 'nvdpl-guest', then click connect. Next, open a web browser (i.e. Internet Explorer, Chrome or Firefox) and attempt to connect to a website. You should be redirected to the DNV's 'Guest Wireless Access Acceptable Use Policy'. Lastly, click 'I accept' button at the bottom of the page.

