**CONNECTING TO THE SMARTBOARD &/OR SYMPODIUM FOR MAC**

**Steps for turning on the symposium**

1. Connect the laptop computer to the two cables as shown. One cable connects to the **USB port**, and the other cable connects to the **VGA port** of your computer.

   ![USB and VGA cables](image)

   Most Apple Laptops will require a display adapter in order to correctly interface with the VGA cable.

2. Turn the projection system on at the small AMX control panel (tap to wake up). Select Laptop from the next menu to display content from your laptop.

   ![AMX control panel](image)

   It may be necessary to open System Preferences on your laptop and Displays/Advanced to set the “Mirror Displays” under the Arrangement tab.

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**Connecting your laptop to the built-in speaker system**

1. Locate the thin, audio cable in the bottom drawer of the podium.

2. Plug one end of the audio cable into the headphone jack on the side of the laptop; connect the other end to the “Audio” jack in the Laptop section of the connection plate directly below where you connect the laptop VGA cable. **Note**: Do not use the “Audio” jack in the AUX 1 section.

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**Connecting your laptop to the internet**

1. In order for you to connect to the Internet via wired or wireless network, your computer must be registered with the university. You may register online at [http://netreg.utk.edu/](http://netreg.utk.edu/).

2. If you are not using the wireless network, locate the Ethernet cable in the bottom drawer of the podium.

3. Connect one end to the Ethernet port on your laptop; connect the other end to the “Network” port in the laptop section on the connection plate.

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If you still have difficulty with your connection and/or displaying your content, please call the OIT Helpdesk at (865) 974-9110.
CONNECTING TO THE SMARTBOARD &/OR SYMPODIUM FOR PC

CONNECTING YOUR LAPTOP

1. Locate one of the two VGA cables stored in the bottom drawer of the podium if it is not already connected to the instructor station.

2. Connect one end of the cable to the port on the back of your laptop (or display adapter if appropriate); connect the other end of the cable to the VGA port in the Laptop section of the connection plate. The connection plate is generally on the side of the podium. (An electrical outlet is there also.)

3. Turn the projection system on at the small AMX control panel (tap to wake up). Select Laptop from the next menu to display content from your laptop.

USING THE PROJECTOR TO DISPLAY A LAPTOP’S SCREEN

1. The projector will display within 30 seconds after starting the system. Note: if the system is turned off, it cannot be turned back on until it has cooled down—this takes approximately 2 minutes.

   There are three video output display modes:

   1. Video display output on laptop screen only (projection screen is blank)
   2. Display on both laptop and projection screens
   3. Video display output on projection screen only (laptop screen is blank)

   The default mode is laptop only. You should look for a function button that says “LCD” or shows an icon depicting a screen.

CONNECTING YOUR LAPTOP TO THE BUILT-IN SPEAKER SYSTEM

1. Locate the thin, audio cable in the bottom drawer of the podium.

2. Plug one end of the audio cable into the headphone jack on the side of the laptop; connect the other end to the “Audio” jack in the Laptop section of the connection plate directly below where you connect the laptop VGA cable.

   Note: Do not use the “Audio” jack in the AUX 1 section.

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