

Tip Sheet:

Video Conferencing Using Presentation Mode

Presentation mode is a great way to share information in a video conference – any image on your laptop such as a website, Powerpoint presentation, document or spreadsheet can be shown using this feature.

To use presentation mode, follow these instructions:

1. Connect the VGA cable (which is attached to your Tandberg unit), to the VGA output on your laptop.





*NOTE: Mac users may need a **DVI to VGA** adapter, **Mini-DVI to VGA** adaptor or **Mini DisplayPort to VGA** adaptor (depending on laptop model).*

2. Adjust the Display Settings on your laptop by pressing **Function + F5** or by going to **Start → Control Panel → Display**. You will need to set your laptop to a resolution of 1024 x 640 or lower.

*NOTE: The function key to change display output differs between different manufacturers. For different brands, look for the Function key which has a picture of a screen and/or two screens, or a key that says **LCD** or **CRT**.*

*NOTE: Mac users go to **System Preferences → Display → Detect Display***

3. Press the  button. If you see a “PC Not Connected” message, adjust your resolution further. If *nothing* happens, make sure you are pointing the remote at the camera.
4. You should now see the image from your laptop on the monitor.
5. If your presentation involves sound, you must also plug in the audio component of the VGA into your laptop’s headphone port.
6. Press  to toggle back and forth between the Main Camera and Presentation.
7. Remember to turn Presentation off when the presentation is over.

Need help?

Contact your Library System’s IT Department