

# How to Port Out a PC Running Windows 7

When connecting a PC computer running Windows 7 to the classroom system the user will need to “port out” their laptop to allow the video image to appear on the projector. To port out a laptop running Windows 7 follow these steps.

1. Click the **START** icon in the lower left corner of the computer.
2. Select **Control Panel**.
3. From the **Control Panel** window, select **Display**.
4. When the display window appears on the left hand side select the option labeled **CONNECT TO A PROJECTOR**.
5. When this is selected there will be four choices that appear, **COMPUTER ONLY**, **DUPLICATE**, **EXTEND**, **PROJECTOR ONLY**. Depending on preference select the appropriate choice.

## PROJECTION CONNECTION CHOICES

### COMPUTER ONLY:

When the Computer Only box is selected the laptop will only display an image on the laptop screen. Select this choice when not connected to a projector, or secondary display.

### DUPLICATE:

This option will show the same image on both the laptop and the projection screen.

### EXTEND:

When in Extended mode the projector will act as a secondary screen. This option is useful for giving presentations where presenter notes are used in either Power Point or Keynote. The projector will only show the background image of the laptop until content is placed there or a presentation is started.

### PROJECTOR ONLY:

When Projector Only is selected the image will not appear on the laptop screen. This option is not useful in the classrooms.