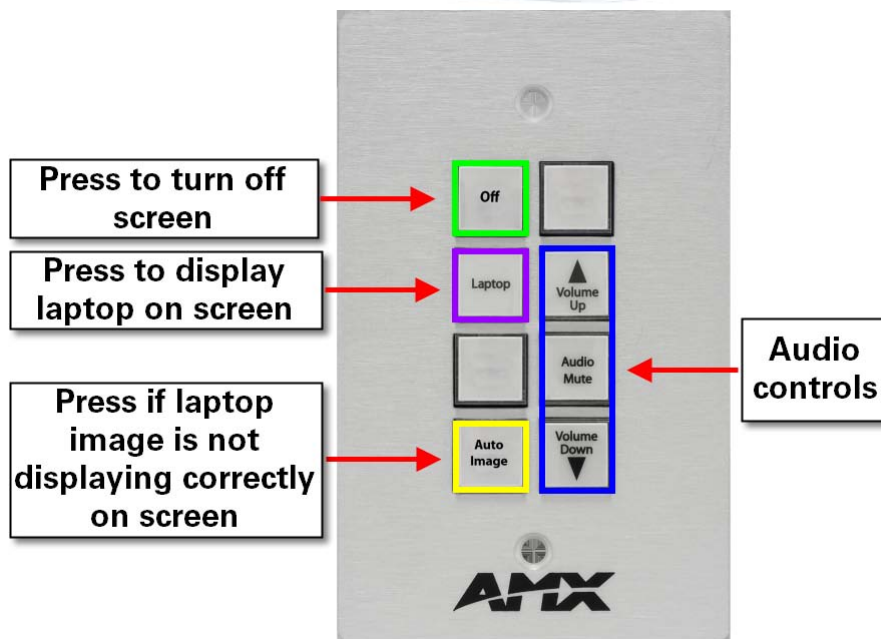


## Learning Environments user guide: Baillieu Library-Collaborative pods

Baillieu Library collaborative pods are located on the ground floor of the Baillieu Library building on the Parkville campus. They contain the following equipment:

- LCD screen
- Push-button controls
- Laptop connectivity.

### Using the push-button controls



### Connecting your laptop

Laptops differ depending on the model, manufacturer and operating system. Therefore we cannot guarantee your laptop will work straight away when connecting it to the LCD screen.

*We recommend familiarising yourself with connecting your laptop to an external monitor or projector.*

The cables to connect your laptop to the LCD screen are in the pod's desk cavity. To display your laptop on the LCD screen:

1. Connect the VGA cable to your laptops' VGA output.

Depending on what model laptop you have (e.g. Apple Mac) you may need a VGA adapter.



**VGA output**

2. Connect the audio cable (if required) to your laptop's headphone output.
3. Press the **LAPTOP** button.

If the laptop image is not displaying correctly (e.g. part of the image is missing), press the **Auto Image** button.

4. Use the audio controls to change laptop volume.
5. When you have finished, press the **Off** button.