How do I switch displays from the monitor to projector? (Or Computer Only, Projector and Monitor, Two Monitors)

1. While holding down the Windows key, press and release the P key.

2. Click on the Display option you would like to use. (Choose Duplicate to show the same image from the computer on the projection screen.)

Note: You can also navigate by using the left/right arrow keys and then pressing Enter when you are ready to select.

3. The Computer Only option allows the user only see the computer monitor.
4. The **Duplicate option** gives the user the ability to duplicate the users monitor to an external screen. *(Projector, Monitors, Television, etc.)*

5. The **Extend option** gives the user the ability to expand their desktop viewing to more than one monitor. This feature works well when a user needs multiple programs open.
6. The **Projector Only option** disables the user’s monitor and displays only on the user’s projector screen. (*PowerPoint, Excel, Project, etc.*)