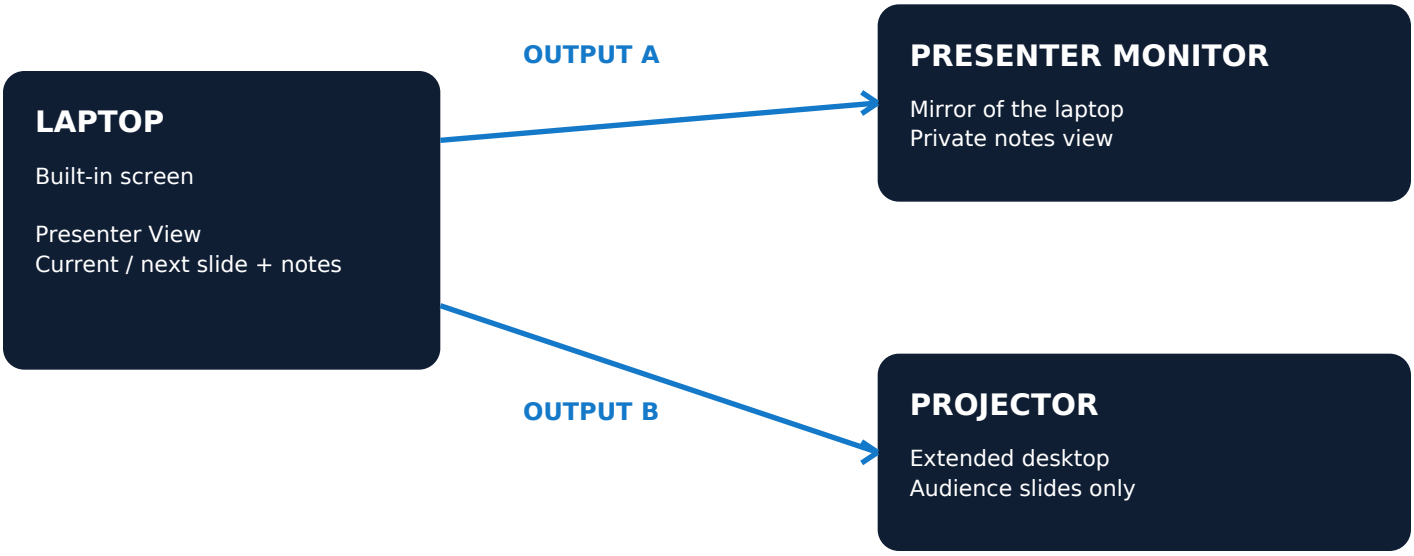
01 / THE CORRECT SIGNAL LAYOUT

Notes for the presenter.

Keep the laptop and presenter monitor identical. Send a separate, clean slide show to the projector. Examples use desktop PowerPoint on macOS and Windows 11.

Three physical screens. Two different pictures.
Laptop + presenter monitor = Presenter View with speaker notes.
Projector = full-screen slides for the audience.



A and B must be independent video outputs from the laptop or a compatible dock. The operating system mirrors A with the built-in screen and extends B.

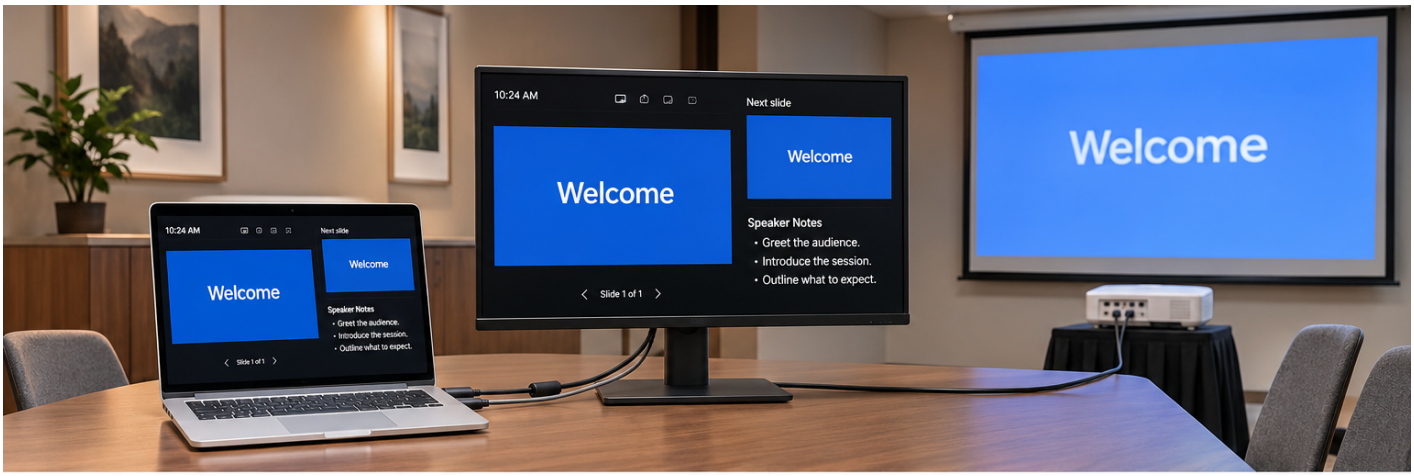
Connect first: power the laptop, monitor and projector; choose the correct HDMI input on each display. Keep the laptop lid open.

Do not split one HDMI feed between notes and slides. A basic splitter repeats one picture; it cannot create a separate Presenter View.

02 / MAC EXAMPLE

MacBook setup

Use a Mac that supports two external displays while its built-in screen remains active. Port availability alone does not confirm display support.



AI-generated setup illustration; screen layouts are examples, not software screenshots.

1 **Connect two independent video outputs.**

Example: HDMI or USB-C video adapter to the presenter monitor; another supported video output to the projector. Use a Mac-compatible dock if needed.

2 **Start with an extended desktop.**

Open **Apple menu > System Settings > Displays**. Select each external display and use **Use as > Extended display** where available. Keep the built-in screen as the main display.

3 **Mirror only the presenter monitor.**

In **Displays > Arrange**, hold **Option** and drag the presenter-monitor icon onto the built-in display icon. Keep the projector separate. Some versions also offer mirroring through **Use as**.

4 **Start PowerPoint Presenter View.**

Open the deck and confirm speaker notes are entered. Choose **Slide Show > Presenter View**. The laptop and its mirror should show notes; the projector should show the slide.

5 **Swap if necessary, then verify.**

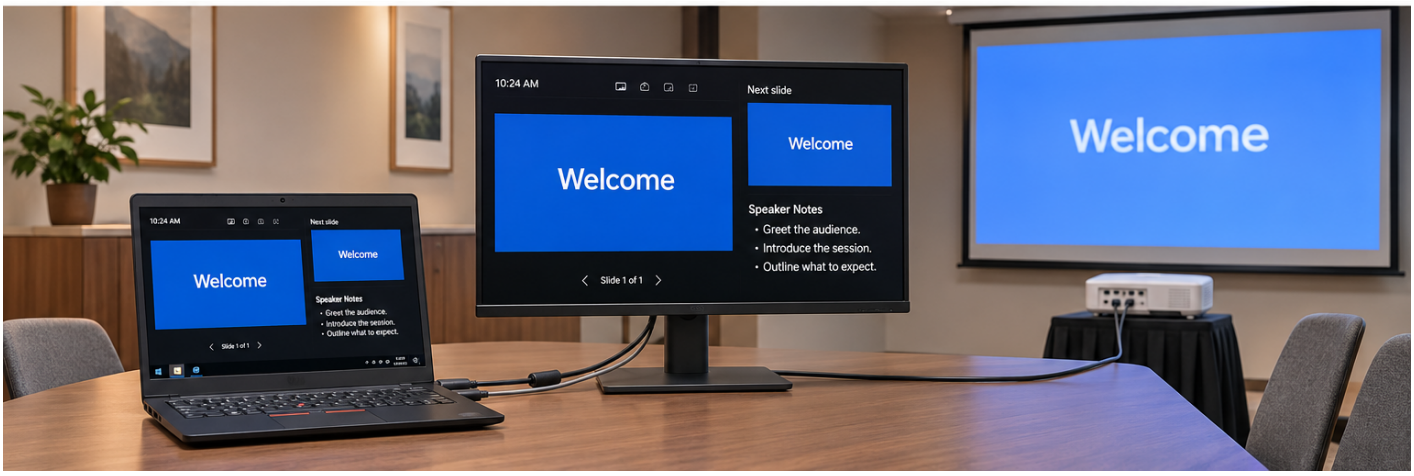
If notes appear on the projector, use **Swap Displays** in Presenter View. Confirm both private screens match and advance several slides before admitting the audience.

Menu wording varies by macOS and PowerPoint version. If an output is missing, check the Mac model's display limit and the dock's Mac support.

03 / WINDOWS PC EXAMPLE

Windows laptop setup

Example numbering: 1 = laptop, 2 = presenter monitor, 3 = projector. Use Identify to confirm your actual numbers before choosing a mirror pair.



AI-generated setup illustration; screen layouts are examples, not software screenshots.

1 **Connect the monitor and projector.**

Example: laptop HDMI to the projector, plus a USB-C video adapter to the presenter monitor. The laptop, graphics system and dock must support both external displays with the lid open.

2 **Identify all three screens.**

Right-click the desktop and choose **Display settings**, or open **Settings > System > Display**. Select **Identify** and record which number belongs to each device.

3 **Duplicate the laptop and presenter monitor.**

Start with all displays extended. Select the laptop/presenter pair and choose **Duplicate desktop on 1 and 2** (use your actual numbers). Select projector 3 and keep it extended. Apply and keep the changes.

4 **Assign the audience output in PowerPoint.**

On **Slide Show**, turn on **Use Presenter View**. In the **Monitor** list, choose the projector as the slide-show output. Start **From Beginning** (F5, or Fn+F5 on some laptops).

5 **Confirm the output after starting the show.**

If reversed, use **Display Settings > Swap Presenter View and Slide Show**. Recheck Windows display settings if PowerPoint changes the mirror pair when the show starts.

Windows + P alone does not define this mixed layout. Use Display settings to duplicate just the two private screens and extend the projector.

04 / SHOW-READY CHECKS

Test before the event.

Keep the projector blank or use the switcher's safe holding image while configuring displays. Recheck after changing a cable, dock or adapter.

PRE-EVENT CHECK

Correct pictures

Start the actual slide show. Confirm the laptop and presenter monitor both show notes; walk to the audience screen and confirm it shows slides only.

Readable notes

Enter notes on several slides. Increase the notes font size in Presenter View and check readability from the presenter's position.

Reliable playback

Advance, go back, test the clicker, and play embedded video with audio. Confirm the intended audio output to the room sound system.

Stable laptop

Connect AC power, prevent sleep during the event and enable Do Not Disturb / Focus. Leave the lid open. Secure and dress all cables safely.

QUICK FIXES

Projector shows notes: blank the audience output, swap PowerPoint displays, then verify the OS mirror pair.

Every screen shows the same image: the projector is mirrored too, or a basic splitter is feeding both destinations. Restore two independent outputs.

Only one external display works: verify laptop display support, USB-C video capability, dock compatibility and cables. Some dual-HDMI docks mirror on Mac.

Picture is cropped or unstable: use a supported common format, such as 1920 x 1080 at 60 Hz if every device supports it; disable overscan on the display.

If the laptop cannot drive both external screens: use a verified compatible dock/adapter or a different presentation laptop. Splitting the projector output will only duplicate the audience slides.

OFFICIAL REFERENCE GUIDES

Apple: Extend or mirror your Mac desktop

Microsoft: PowerPoint Presenter View (Windows and Mac)

Microsoft: Multiple monitors in Windows

Prepared November 5, 2026. Setup photos are AI-generated illustrations. Test with the actual laptop, dock, presentation and event displays.