**To Project a Laptop Screen to the TV**

1. Please contact staff in Room 312 or Room 313 for access to conference room laptop. Staff can provide the password for the laptap.
2. Turn on TV and laptop
3. With the remote select INPUT; if the laptop screen is not projected on the TV, use the remote to arrow down to HDMI 1 or 2.
4. You should have a duplicate view on your monitor and television.
5. Wireless keyboard and mouse should allow you to work at the table while the laptop remains on the cabinet. The wireless keyboard and mouse need to be turned on.
6. **To access city network, you will need your workstation IP address** (If you do not know your IP address, please contact Desiree or the MIS Help Desk; You may find your IP address on a label attached to your desktop tower).
7. Room is wireless so you should be able to access internet through the publicfreeweb
8. Webinar use: For better sound reception, it is recommended that you use the spider phone to dial in to the conference instead of listening in through the TV speakers.
9. For a **PowerPoint presentation**, insert flashdrive with the powerpoint file. Then click on the **OpenOffice icon** on the laptap screen, click presentation and then locate your file in the directory.

\*\* ***It is not recommended to change your view to extended***

***\*\* Older laptops without a HDMI plug in will not work properly***

**To Do a Multi-Caller Conference Call**

1. Dial the first number
2. With the caller on the line select the lightning bolt button 
3. Dial the next number and select the lightning bolt button to connect all the parties

**WHEN YOU ARE FINISHED USING THE ROOM**

**PLEASE**

1. **TURN OFF TELEVISION, LIGHTS & FANS**
2. **SHUTDOWN & LOCK-UP THE LAPTOP**
3. **CLOSE & LOCK THE WINDOW**

**THANK YOU!**