



# LAPTOP/ TV INTERFACE





This job aid details the steps involved in connecting a laptop in conference rooms with a mounted flat panel TV.

***Getting Started***

- If a laptop is needed to display the laptop screen on a TV please have the department staff assistant reserve a laptop for you.
  - We have 2 laptops designated for conference room use labeled as "CONFERENCE ROOM LAPTOP" in our scheduling software.
- To acquire the equipment needed to interface with the flat panel TV's you will need to email the Learning Technology Specialist and Institutional Technology Specialist notifying them of when you have a conference room laptop booked.
  - You will pick up the laptop bag containing all of the necessary equipment from the Learning Technology Specialist or Institutional Technology Specialist.

*Equipment*



- The laptop bag you pick up will contain the following:
  - One laptop



- Mouse and mouse pad
- Power supply



- HDMI adapter cable





### *How to setup the equipment*

- Power the laptop on and plug in the power supply (if needed - laptop battery life without it is 2 – 3hrs) and log in as **facult01**
- After the desktop is displayed on the laptop proceed with connecting to the HDMI port on the wall

- Connect the HDMI adaptor cable to the laptop as shown:



- Plug the other end into the HDMI port on the wall
  - **\*\*Note\*\*** when this cable plugs into the laptop it locks in place - make sure to press the button on top of the cord to release the lock so that you can remove the cable when you are finished

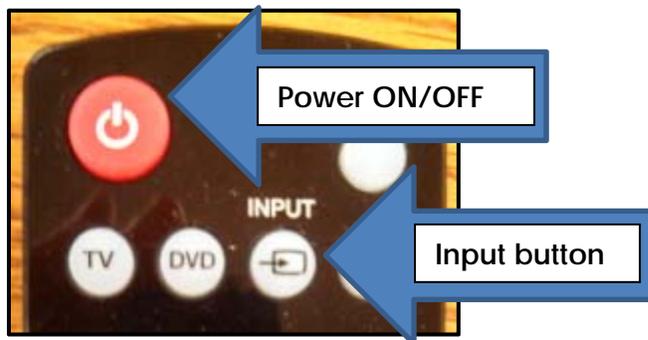


\*HDMI port is located on the wall in each conference room with a wall mounted TV

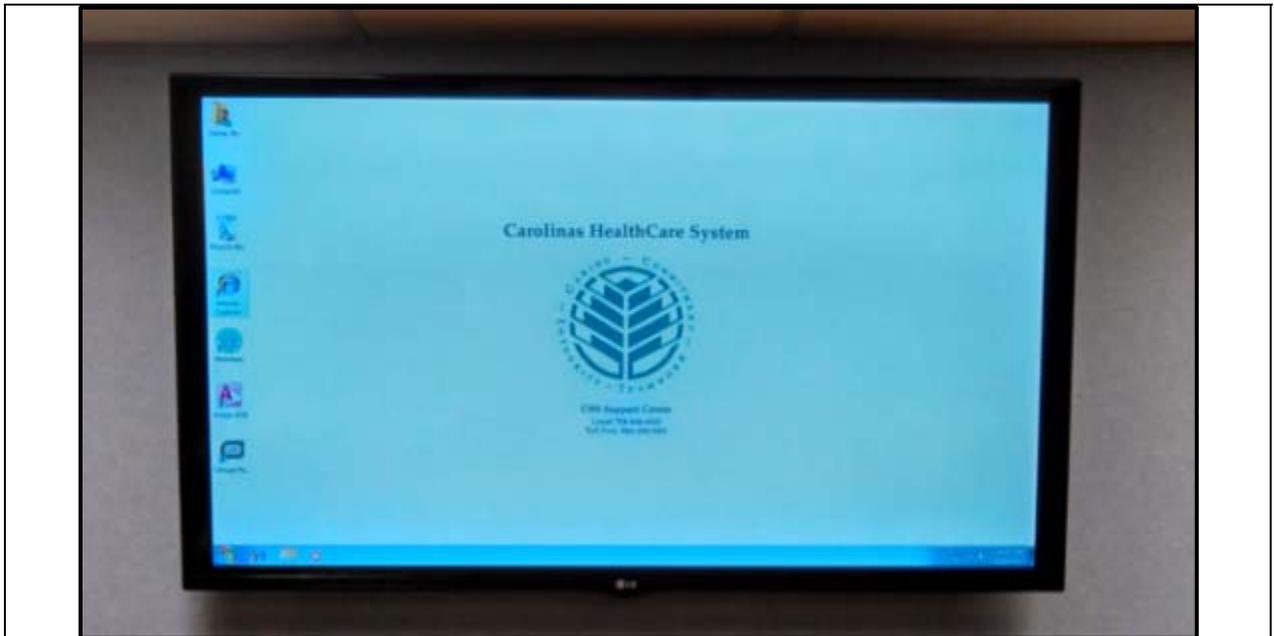


\*Wall access will look like this when the HDMI cable is plugged in – You will NOT need the other connections.

- Turn on the flat panel TV
  - Each conference room has a remote control:



- Once the TV is powered on it should automatically detect the HDMI activity and show your computer screen after you have connected the laptop to the HDMI port
  - If this does **not** happen, you can change the input by pressing the input button on the control until you arrive to HDMI1
  - **The INPUT button is the 2<sup>nd</sup> row, 3<sup>rd</sup> button**



When you are finished please power off the flat panel TV



Return everything to the laptop case and return the case to the Institutional Technology Specialists office