

## (Windows) Laptop → to TV Screen (Monitor) by Bill Benson

### 1. Power off all devices

Turn off the laptop and the TV Monitor/s. (If any problem connecting, try unplugging the *laptop power cord as well*.)

### 2. Connect cables

Plug one end of an HDMI cable into the TV monitor/s connector box in the Boardroom, and the other end into your laptop. (If your laptop doesn't have an HDMI input, you'll need an adapter. *There may be an adapter in the Boardroom.*) Note: You may need an HDMI extension cord if the Boardroom cord isn't long enough.

### 3. Turn on the devices

Turn on the monitor/s first, AND then the laptop.

*Most Windows laptops will automatically link to the monitor/s, and you will see your laptop desktop screen on the TV monitor/s.)*

If it does not connect, you can also press the Windows Logo key + P on the keyboard to open the Project dialog, then choose Duplicate, Extend, or Second screen only.

### 4. Adjust settings if needed

You can right-click on the laptop desktop and select 'Display Settings' to configure the display. For example, you can adjust the resolution.

### 5. Free ROPOA WiFi

Choose: ROPOA\_MTG\_2G and enter the password. If not known, ask the ROPOA Web Manager or someone on the Board familiar with the Community Center or Boardroom WiFi setup.

6. If you will have a long meeting, plug your laptop into an electric outlet. You may need an electrical extension cord.

7. When finished with the TV monitors, be sure to turn them off.