## **Motueka Small Meeting Room**

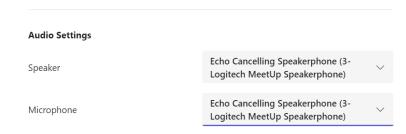
- 1. Connect laptop to long black cord (USB-C)
- 2. Turn on TV (remote will be in cabinet)
- 3. Press the house on the remote
- 4. Click left along the menu until you reach source
- 5. Select PC (HDMI 2)



You will now be connected to the TV and Conference Kit.

## TIPS:

- If you are running an online meeting, check your settings are as below.



- If the fan noise is too loud for the online meeting, you can choose to use your laptop microphone by selecting it from your settings.
- If you do not have a USB-C connection there is a spare HDMI cord behind the cabinet (this will not give you conference ability, only display to the TV).
- You can have 2 screens by extending the display from your laptop (hold the window key +
  P) and select extend.

