How to Use Auxiliary Laptop

1. Flip up the black storage area lid on top of the podium - usually to the upper right of the screen on top of the podium.
   This area houses all the auxiliary cables you will need.

2. Locate the “Blue Headed” monitor cable and plug it into your laptop port.
   There is only one plug that will match the pins on both your laptop and the cable, so just plug it in where it fits.

3. Locate the “Audio Cable” with the single prong and plug it into the headphone port on your laptop.
   Look for the headphone symbol on your laptop – this is where you plug in so that the sound comes out over the room speakers.

4. At your desktop (or in your document or video), “Right Click” on your laptop and select “Screen Resolution.”

5. When “Screen Resolution” pops up, select the following:
   
   Display = Multiple Monitors
   Resolution = Highest Option Available
   Multiple Displays = Duplicate These Displays

6. Click OK

7. Adjust the sound on the little round “Volume” knob.
   Watch the red bars to choose your volume. The farther to the right the bars rise, the higher the volume.

8. You did it!