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!**