

# Meeting Room Technology Instructions

1. Plug the power cord into the laptop (be sure the extension cord coming out of the podium is plugged into a wall outlet).



2. Power on the laptop.
3. If the computer doesn't auto-login when it's powered on, use these credentials:  
Username: Patron  
Password: Patron

4. Plug the HDMI cable into the HDMI port on the left side of the laptop.



5. Plug the HDMI cable into the HDMI port located on the wall below the TV.



6. Use the remote to power on the Television (your remote may look different depending on at which branch you are located).



7. Use the Source/Input buttons on the TV remote to cycle through the HDMI connections. Cycle through each HDMI input until you see the laptop's display on the Television screen  
**(The specific HDMI port may be different at each branch).**



8. If you cycle through all of the HDMI input options and do not get the laptop to display on the TV, try holding down the FN key and press F4 (on the laptop) to bring up the display options as seen below. Click the "Duplicate" option then proceed to cycle through the HDMI input options on the TV until you see the laptop displayed.



9. Use the “SCPLPublic” Wireless Network Connection to access the internet.



10. When you are done using the equipment please power down the Laptop and TV, and lock all equipment in the podium.
11. Please refer to the “*Podium Equipment Inventory Checklist*” to see what the devices or cables look like and **verify you have returned all the appropriate items.**