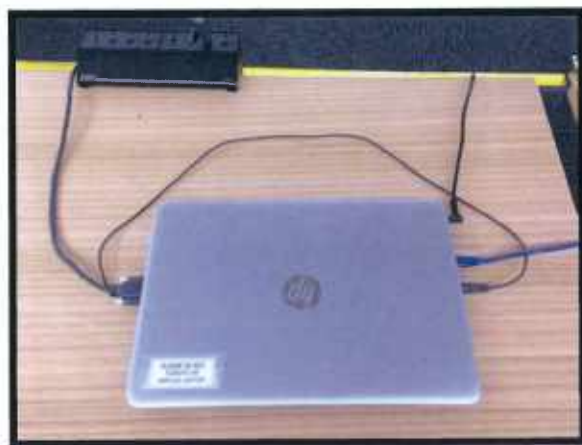
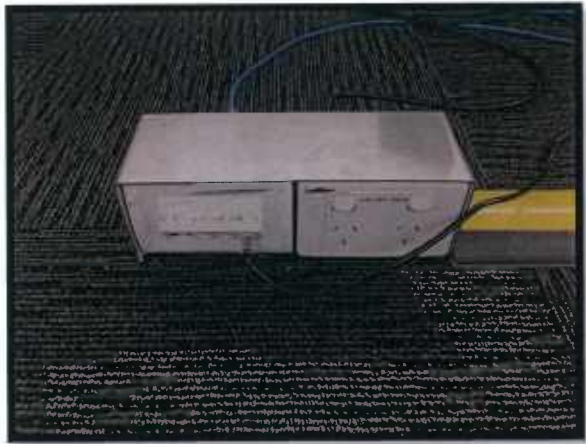
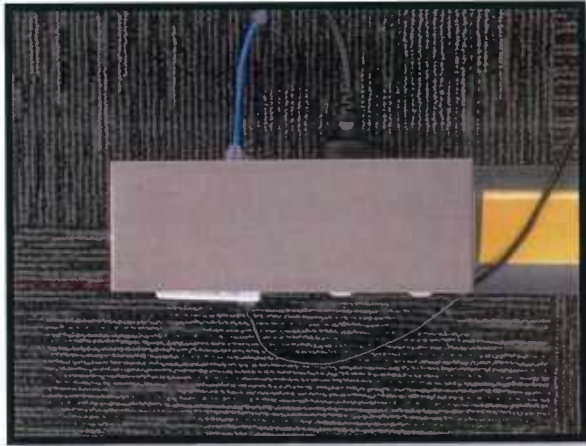
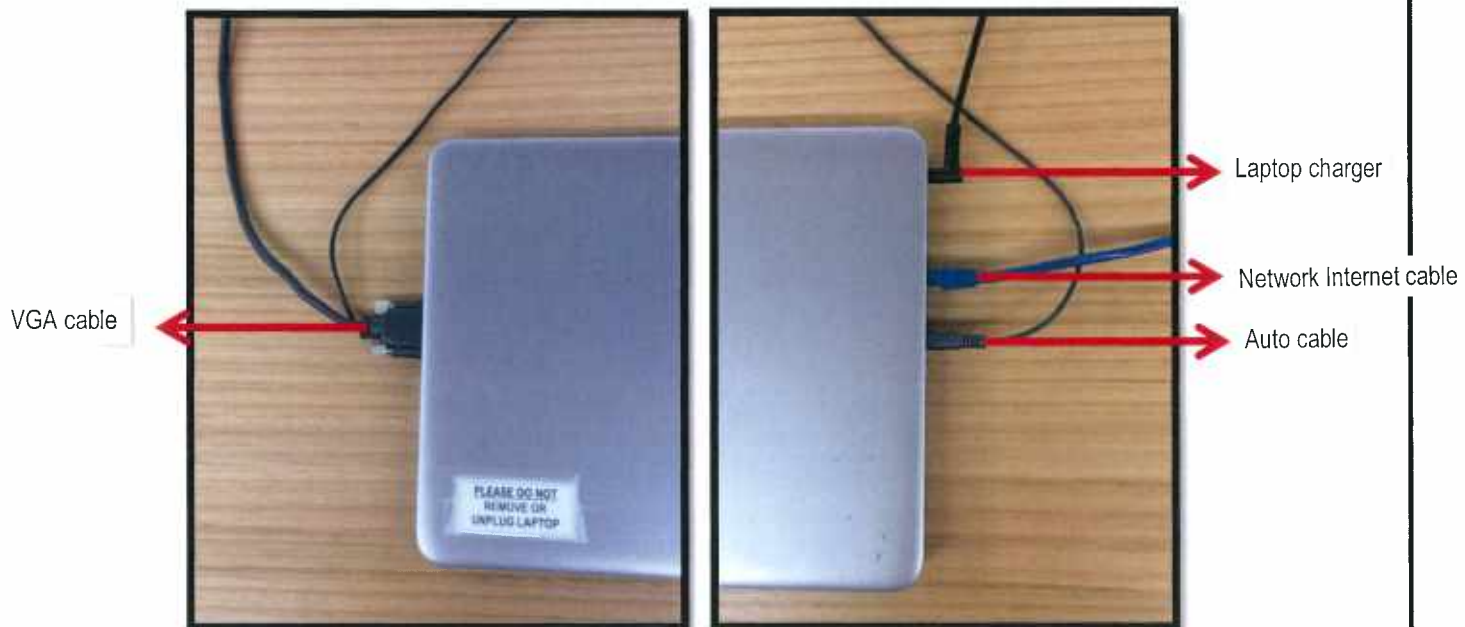


# Presentation set up instructions for Level 16 - Boardroom:

**Step 1:** Ensure correct cables are inserted into the power point and laptop.





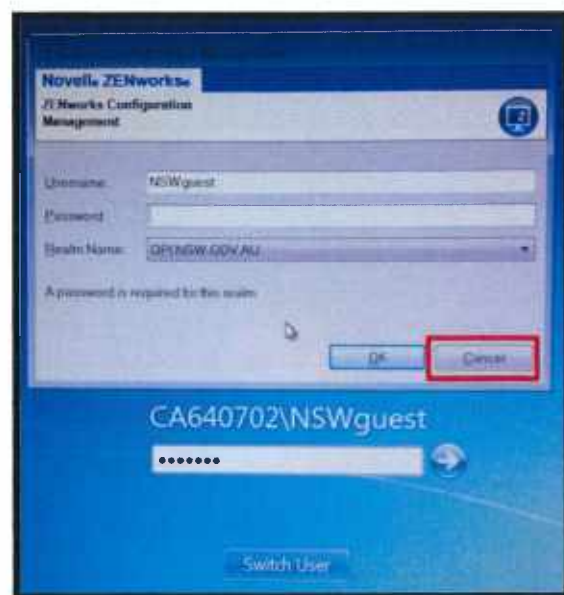
**Step 2:** Turn on laptop and enter username and password:

Laptop Username: **.\NSWguest**

Laptop Password: **NSWgu3st**

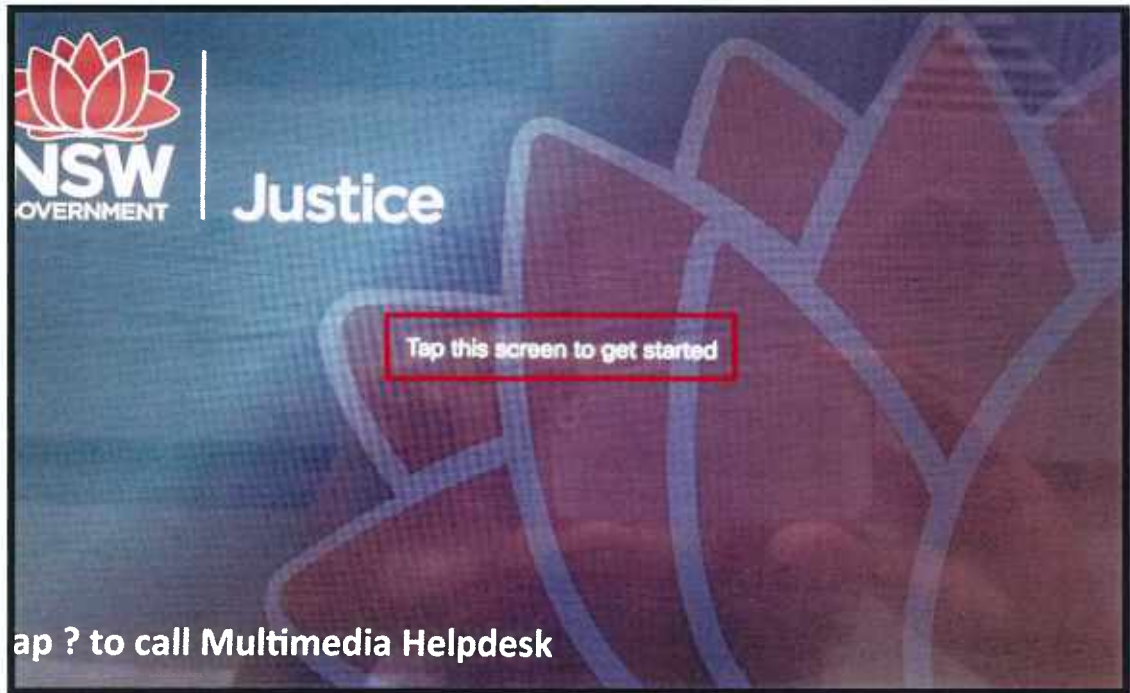
or enter personal network login details.

**Step 3:** Click **cancel** when the ZENworks Configuration Management pop up window appears.

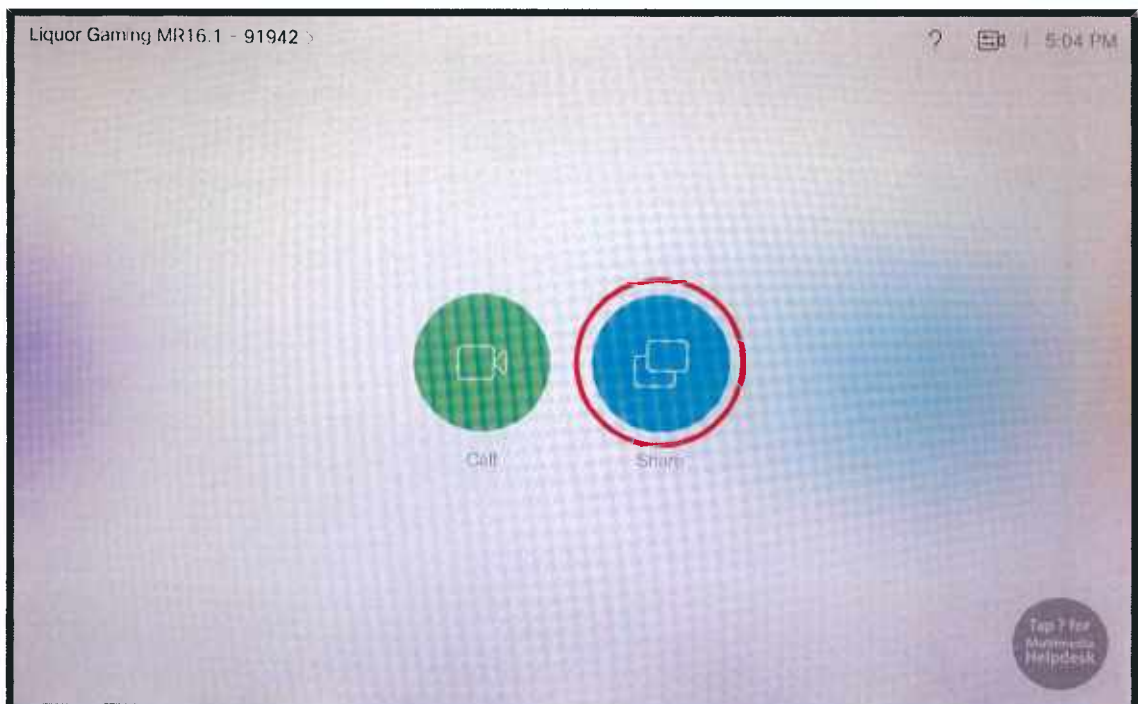


**Step 4:** Insert USB stick into laptop. Open and select document.

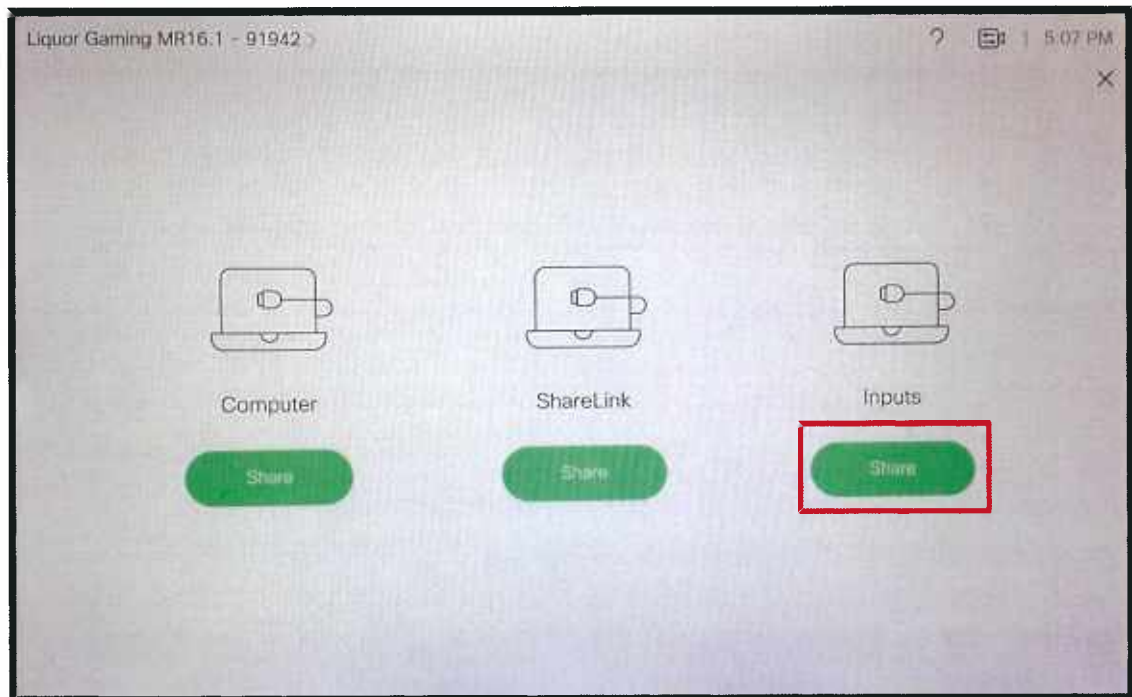
**Step 5:** Tap touch pad screen to get started.



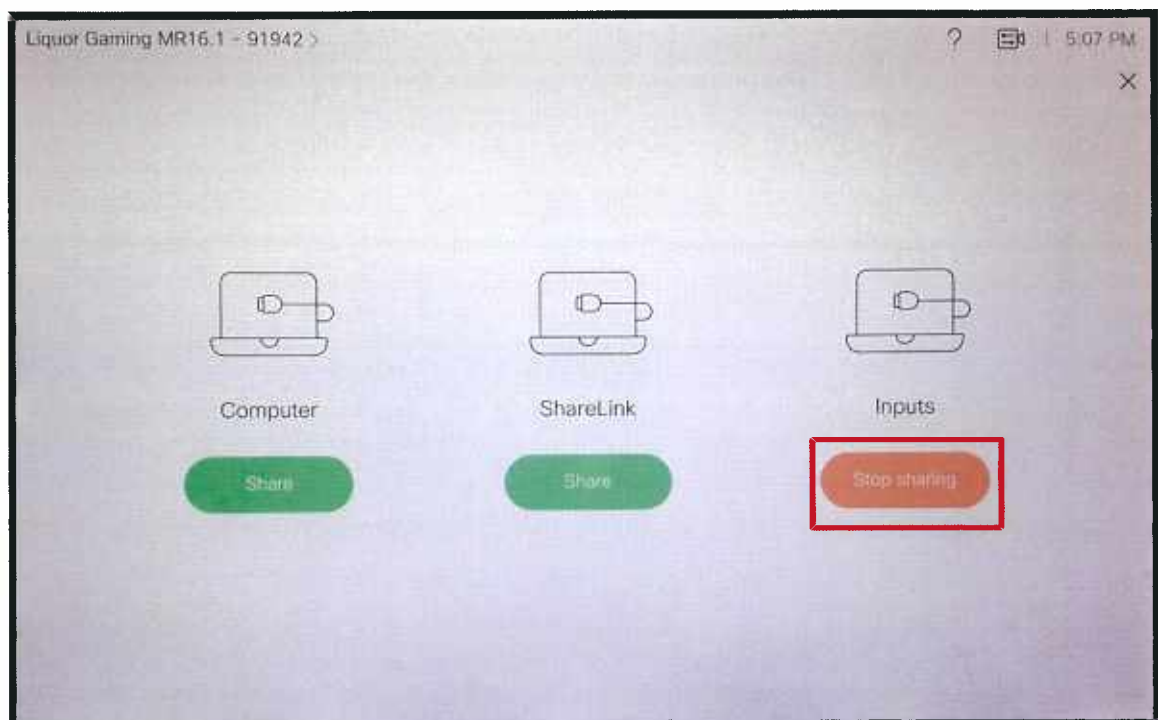
**Step 6:** Click on the **Share** tab.



**Step 7:** Click on the **Inputs Share** tab.



**Step 8:** Once you have finished your presentation, click on **Inputs Stop sharing**.



**Step 9:** Remove your USB stick or place document into Recycle Bin if saved onto desktop. Log off or **shut down laptop**.



**Step 10:** Do not switch off TV Monitors.

## Trouble Shooting:


**One or both screens are not projecting:** Check that both monitors are selected to the correct source settings.

Using the TV monitor remote, get up close to one monitor at a time and click on the **Source** button and select **HDMI 1** (right TV monitor), then **Enter** button and select **HDMI 2** (left TV monitor), then **Enter** button.



**Screen is not duplicated/de-activated:** Press and hold down the Windows key tab icon and P tab   on your keyboard and then select **Duplicate** mode if you want your laptop image to display on the data projector screen

OR

Press and hold down the function key (**Fn**) and  **F4**. A dialog box will appear and displays the modes, select **Duplicate**.

