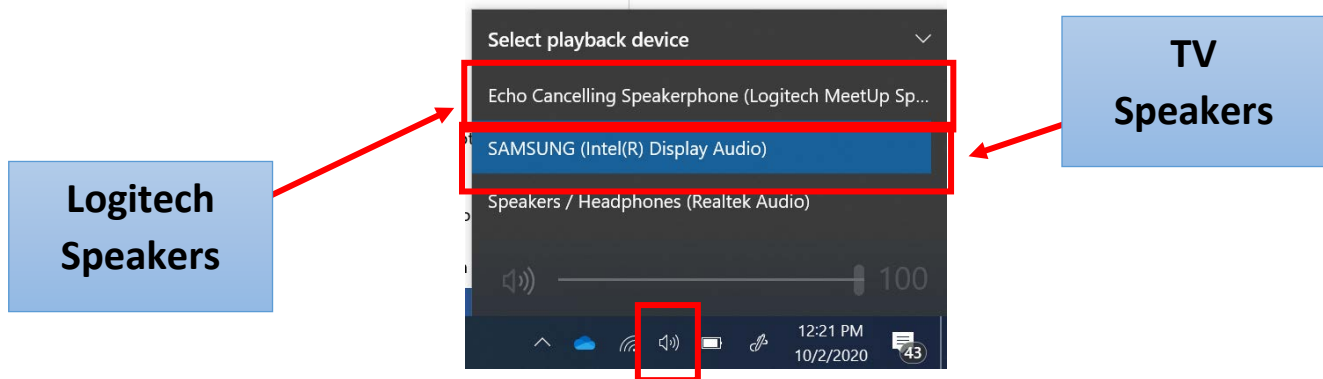


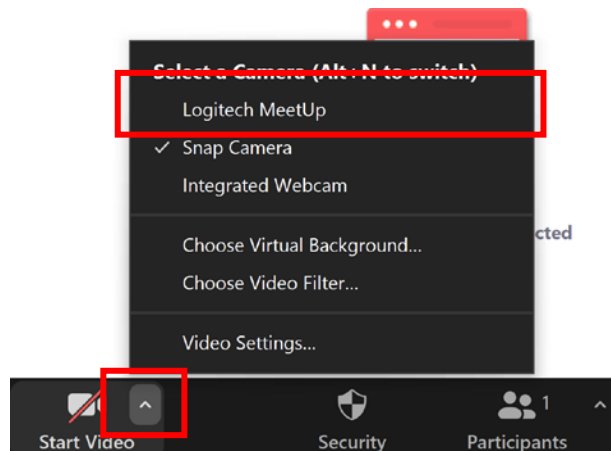
How to Connect Laptop to TV Screen & Audio:

1. Turn on TV using **Samsung** remote
2. Plug in the HDMI cord with the **blue end**, to your laptop
3. Set source to **PC HDMI 3** by pressing the following buttons on the remote:
Source > Using the arrows, select PC from the source options on the screen > Confirm selection
4. Your screen will be mirrored on the TV – to change the **visual** on the TV (e.g. mirror v. extend):
*Windows Icon in the bottom left corner of laptop screen > Settings (gear icon) > Select **System** > Scroll down to **Multiple Displays** > From the dropdown, select desired option*
5. Your audio will be automatically played through the speakers on the TV – the volume can be adjusted using the **Samsung** remote
6. To switch the audio to come through the Logitech speaker:
 - a. Plug in the **gray** USB cord to your laptop
 - b. Click on the speaker icon in the bottom right corner of your laptop screen and click the ^ icon – you will be given options to select your audio device. The Logitech speaker is named **Echo Cancelling Speakerphone (Logitech MeetUp Speakerphone)**
 - c. The volume can be adjusted using the **square Logitech** remote



How to Connect Zoom to TV Screen & Audio:

1. Follow steps #1-4 from the instructions above to connect your laptop to the TV
2. Plug in the **gray** USB cord to your laptop (this is connecting the Logitech device to your computer)
3. In Zoom, to set the camera to the Logitech camera:
 - a. Select the ^ icon next to *Start Video* > Select **Logitech MeetUp**



4. In Zoom, to set the microphone to be the Logitech device:
 - a. Select the ^ icon next to *Mute* > Select **Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)** under the section Select a Microphone
5. In Zoom, to set the audio to be the Logitech device speakers:
 - a. Select the ^ icon next to *Mute* > Select **Echo Cancelling Speakerphone (Logitech Meetup Speakerphone)** under the section Select a Speaker
 - b. The volume can be controlled using the **square Logitech** remote

