Presenting from a laptop: Best Practices

Make sure your device is powered on and awake.

If your device requires a display adapter to connect to the provided HDMI or VGA cable, connect the HDMI or VGA cable to the adapter first, then connect the adapter to your device. VGA audio requires connecting attached audio cable.

Select the HDMI or VGA source button on the AV Touch Panel.

Configuring your laptop for Presentation - Display & Audio

**Video Mirroring**

Mirroring displays the same image on each display.

From the Apple () menu, choose System Preferences. Choose Displays. Click the Arrangement tab. Enable (check) Mirror Displays in the bottom-left corner.

**Change Display Resolution**

Display resolution determines the size of text and objects on your screen.

From the Apple () menu, choose System Preferences. Choose Displays. Click the Display tab. Select the Scaled button. Select 1080p (or 1920x1080).

**Audio Settings**

Selecting the correct Sound Output settings will send your audio through the room sound system.

From the Apple () menu, choose System Preferences. Choose Sound. Click the Output tab. If using HDMI, select HDMI as the Output. If using VGA, select Headphones as the Output.

**Changing Display Color Profile**

Color Profiles control the color balance and contrast levels for a display.

From the Apple () menu, choose System Preferences. Choose Displays. Click the Color tab. Select a color profile from the list on the left. Click through the profiles and select the one that looks the best.

Next Page: ZOOM Videoconferencing Setup Instructions
Configuring your laptop for ZOOM Videoconference Software

**Mac Laptops**

**Connecting Mac Laptop using HDMI**

Follow instructions on previous page to connect HDMI cable. Connect provided USB cable.

- From the Apple () menu, choose **System Preferences**.
  - Choose **Sound**.
  - Click the **Output** tab.
  - Select **HDMI** as the Output.
  - Click the **Input** tab.
  - Select **TesiraFORTE USB** as the Input.

Launch ZOOM software, enter meeting.

Inside ZOOM software:
- Select **HDMI (Crestron)** under Speaker selection settings.
- Select **TesiraFORTE** under Microphone selection settings
- Select **Quick-Connect USB** under Camera selection settings

Adjust overall System Volume using +/- buttons on AV Touch Panel

**Connecting Mac Laptop using VGA**

Follow instructions on previous page to connect VGA w/ Audio cable. Connect provided USB cable.

- From the Apple () menu, choose **System Preferences**.
  - Choose **Sound**.
  - Click the **Output** tab.
  - Select **Headphones - Headphone Port** as the Output.
  - Click the **Input** tab.
  - Select **TesiraFORTE USB** as the Input.

Launch ZOOM software, enter meeting.

Inside ZOOM software:
- Select **Built-In Output (Headphones)** under Speaker selection settings.
- Select **Echo Canceling Speakerphone (TesiraFORTE)** under Microphone selection settings
- Select **Quick-Connect USB** under Camera selection settings

Adjust overall System Volume using +/- buttons on AV Touch Panel

**Windows Laptops**

**Connecting Windows Laptop using HDMI**

Follow instructions on previous page to connect HDMI cable. Connect provided USB cable.

- Click the Windows Start button, and then click **Control Panel**.
- Click **Sound Settings**.
- Select **Headphones** as the Sound Output.

Launch ZOOM software, enter meeting.

Inside ZOOM software:
- Select **Crestron Display Audio** under Speaker selection settings.
- Select **Echo Canceling Speakerphone (TesiraFORTE)** under Microphone selection settings
- Select **Quick-Connect USB** under Camera selection settings

Adjust overall System Volume using +/- buttons on AV Touch Panel

**Connecting Windows Laptop using VGA**

Follow instructions on previous page to connect VGA w/ Audio cable. Connect provided USB cable.

- Click the Windows Start button, and then click **Control Panel**.
- Click **Sound Settings**.
- Select **Headphones** as the Sound Output.

Launch ZOOM software, enter meeting.

Inside ZOOM software:
- Select **Speaker / Headphones** under Speaker selection settings.
- Select **Echo Canceling Speakerphone (TesiraFORTE)** under Microphone selection settings
- Select **Quick-Connect USB** under Camera selection settings
- Adjust overall System Volume using +/- buttons on AV Touch Panel

Want to schedule a one-on-one, or group AV training session? Call the AV Services Hotline at Ext. 2467 (603-862-2467) at any time.