





Laptops / tablets are one of the most common sources used in SUPA lectures. In order to make the most of your SUPA lectures, we recommend the following steps to ensure that your laptop / tablet works successfully with the SUPA video rooms:

Steps 1-3 can be carried out before you are in a call:

1. Power on your laptop and attach to mains supply if necessary.
2. Attach the flying HDMI cable to your laptop / tablet. Use the converter if necessary.
3. Set your laptop / tablet to output to both local screen and external monitor. This is normally done by pressing fn-F5, fn-F7 or fn-F8 (laptop only).

Steps 4-8 should only be carried out once the conference has begun:

4. Press "Laptop" on control panel. 
5. Check that you can see your laptop / tablet screen projected on the screen locally.
6. Press  to share your content with your remote audience. 
7. You can see the share icon become green. 
8. Before continuing with lecture, ask the remote audience if they see your content.

