

IDM Monitor Standard Operating Procedures

- LEKGOTLA 3A

HDMI CABLE CONNECTION

1. Switch on the Monitor, Press “**ON**” remote button.
2. Plug the venue HDMI cable to the laptop HDMI port, *The Monitor must automatically display your laptop screen* if not Press “**SOURCE**” remote button and ensure that “**PC HDM1**” is selected on the Monitor.

WIRELESS CONNECTION

1. Go to “**SETTINGS**” on your laptop.
2. Click “**SYSTEM**”
3. Click “**DISPLAY**”
4. Scroll down and click on “**CONNECT TO A WIRELESS DISPLAY**”
5. Connect to “[**TV**] **Samsung 7 Series (75)**”, *The Monitor must automatically display your laptop screen* if not please repeat the above process.
6. If the above process is not successful, Go to “**DEVICES**” under “**BLUETOOTH & OTHER DEVICES**” press “**ADD BLUETOOTH or OTHER DEVICE**” ensure to Add “[**TV**] **Samsung 7 Series (75)**” as a Bluetooth device, *The Monitor must automatically display your laptop screen* if not please repeat the above process.

- LEKGOTLA 3B (Venue has no monitor capabilities)
- LEKGOTLA 3C

HDMI CABLE CONNECTION

Plug the HDMI Cable to the laptop port.

- LEKGOTLA 3D

HDMI CABLE CONNECTION

Plug the HDMI Cable to the laptop port.

- LEKGOTLA 4

HDMI CABLE CONNECTION

HDMI Matrix Switch is behind a Monitor in seminar room previously **Lekgotla 4A**, ensure that it is switched “**ON**”, and that the below is adhered to:

If Using One Monitor:

- Individual room projection in seminar room previously **Lekgotla 4A**, ensure that **1** is selected on the **4X4 HDMI Matrix Switch** for **4A** output switch. **HDMI Cable** in 4A must be connected to the **laptop port**.
- Individual room projection in seminar room previously **Lekgotla 4B**, ensure that **2** is selected on the **4X4 HDMI Matrix Switch** for **4B** output switch. **HDMI Cable** in 4B must be connected to the **laptop port**.

OR

If Using Both Monitors:

- Dual room projection, ensure that **1** is selected on the **4X4 HDMI Matrix Switch** for both **4A** and **4B** outputs. **HDMI Cable** in **4A** must be connected to the **laptop port**.
- Dual room projection, ensure that **2** is selected on the **4X4 HDMI Matrix Switch** for both **4A** and **4B** outputs. **HDMI Cable** in **4B** must be connected to the **laptop port**.

Use **Any** one of the remotes to turn “**ON**” the Monitor(s) and press “**OK**” and select “**Any Language, Any Continent, and Any Country**”- It doesn’t matter what options are selected.

The Monitor(s) will show “**Automatic time of 4 hrs**”, press “**OK**” on the remote.

The Monitor will show “**No Signal**”, immediately press “**Input**” on the remote, and select the **HDMI** option from the Input List.