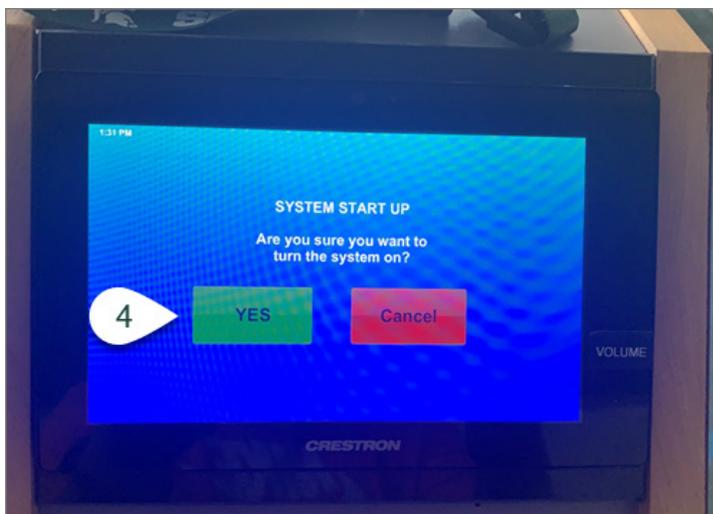# Using a Laptop with the Tech Cart for Zoom Meetings

ANR IT will do our best to assist with classroom technology related issues; however, for specific tech cart help, you may need to contact MSU IT at ithelp@msu.edu or (517) 432-6200.
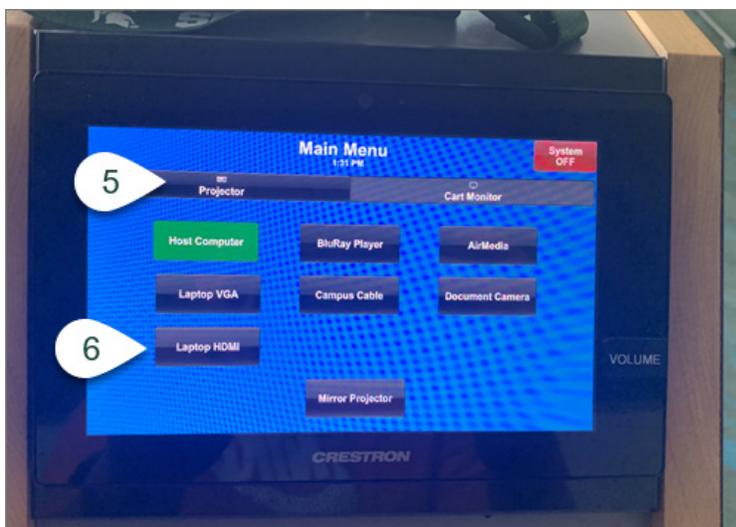
1. Ensure your laptop is **Turned On**.
2. **Connect the HDMI** cable on the Tech Cart to the HDMI port on your laptop.

3. **Touch Anywhere on the Screen** of the Tech Cart once to turn it on.
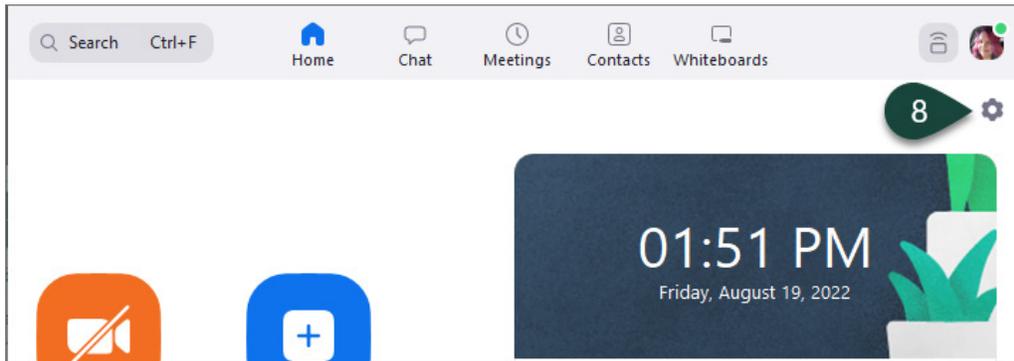4. Select **Yes**.

5. Select your **Display**.
   NOTE: Projector will display on both the Classroom Projector **AND** the Tech Cart Monitor. *Cart Monitor* will only display on the Tech Cart Monitor.
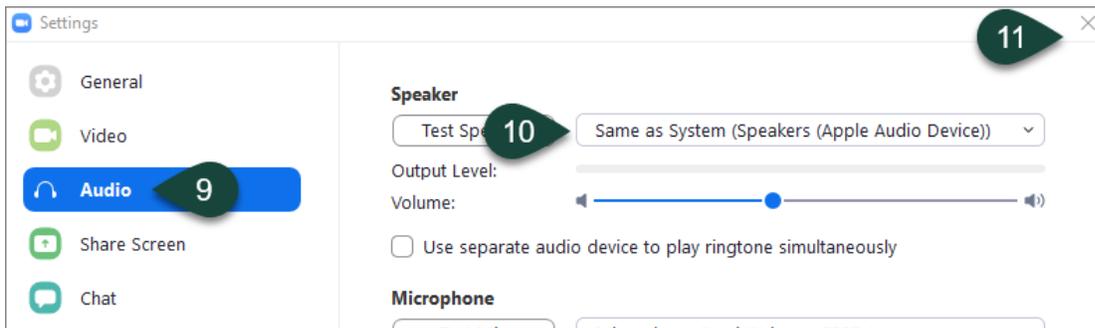6. Select **Laptop HDMI**.

7. **Open Zoom** on your laptop.

8. Select the **Gear Icon (Settings)** in the upper right corner.

9. Select **Audio**.

10. Select **Crestron** from the **Speaker Drop-Down Menu**.

11. Select the **X** in the upper right corner to **Close the Settings Menu**.

12. **Find and Turn On the Wireless Microphone** on the Tech Cart.

13. Select the **Volume Button** on the Tech Cart Screen.

14. Under **Wireless Mic Volume**, select the **Up/Down Arrows** to adjust the classroom volume.

15. Under **Programs Volume**, select the **Up/Down Arrows** to adjust the volume on Zoom.
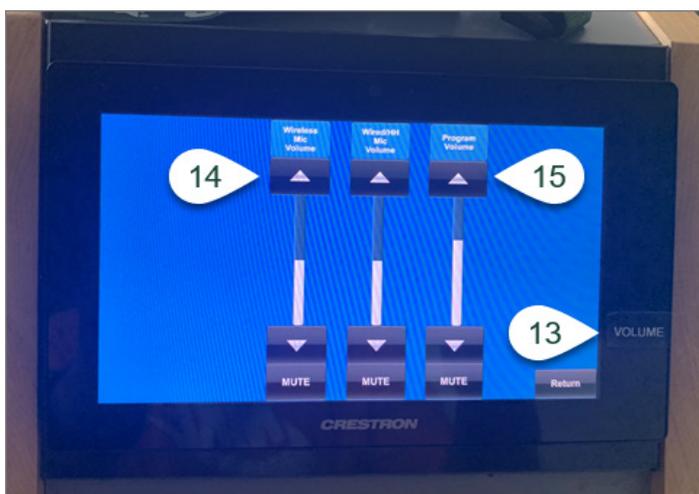
16. When finished using the Tech Cart, select **System OFF** in the upper right corner of the main Input/Output menu to turn off the system and **Unplug the HDMI Cable** from your laptop.