

Instructions for use of electronic documents in OLRB hearing rooms

These instructions explain how to set up the external monitor if you wish to extend your displays so that you may have your displayed document on the external monitor (the “Laptop Monitor”) and your notes on your laptop, and how to share a document in Zoom so that it will be displayed electronically in the hearing room on the Zoom Monitor.

1. Connect to wifi

The Board’s wifi has been upgraded. Each hearing room has the appropriate wifi network and password displayed on the tables in the hearing room. Your laptop may seek to automatically join a network you have saved previously (such as “OLRB – 2nd Floor”) or a network for a different floor. To ensure your wifi connection works correctly, be sure to connect to the correct wifi network named in the room.

2. Extend desktop to extra monitor

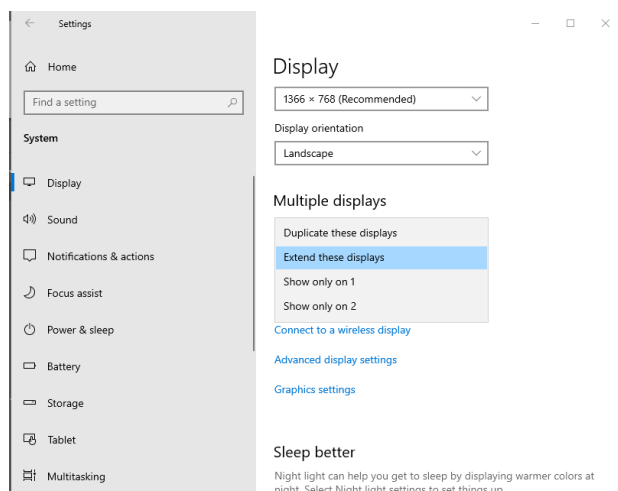
Windows:

There are two monitors at the seat for each party’s representative. The Zoom Monitor will connect to the Zoom meeting to display documents in the hearing for the party’s representative and client and the Laptop Monitor can be used by the party’s representative to extend the laptop display so that they may have their notes on their laptop screen and the documents on the large monitor. If you do not wish to use the second monitor, you can skip this step and move the monitor out of your way.

1. Plug in the HDMI (monitor) cable to your laptop.
2. After the plug is connected to laptop, right-click on your **Desktop** and select “Display settings” near the bottom of the menu.

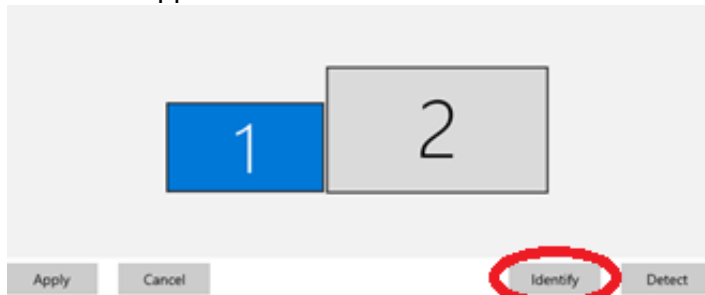
Note: Your computer may display the monitors as “ 1 | 2 ” before you extend the displays.

3. Scroll down to “Multiple Displays”, select from the drop down “Extend these displays”



4. After you have selected “Extend these displays”, select “Keep Changes”

5. Scroll up to the “Rearrange your displays” heading. Click the “Identify” button. Note the numbers and their order that appears each individual monitor:



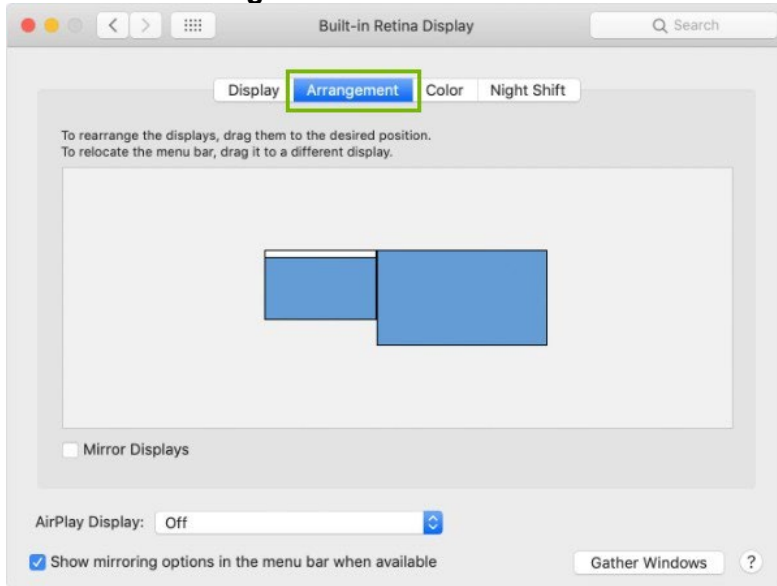
6. Box 1 is your laptop screen. Box 2 is the external monitor screen. Click and hold boxes to drag each monitor image to mimic the layout they are physically in.
7. When satisfied with these settings, click “Apply” and close the Display settings window.
8. You can now drag windows/screens between monitors.

Mac:

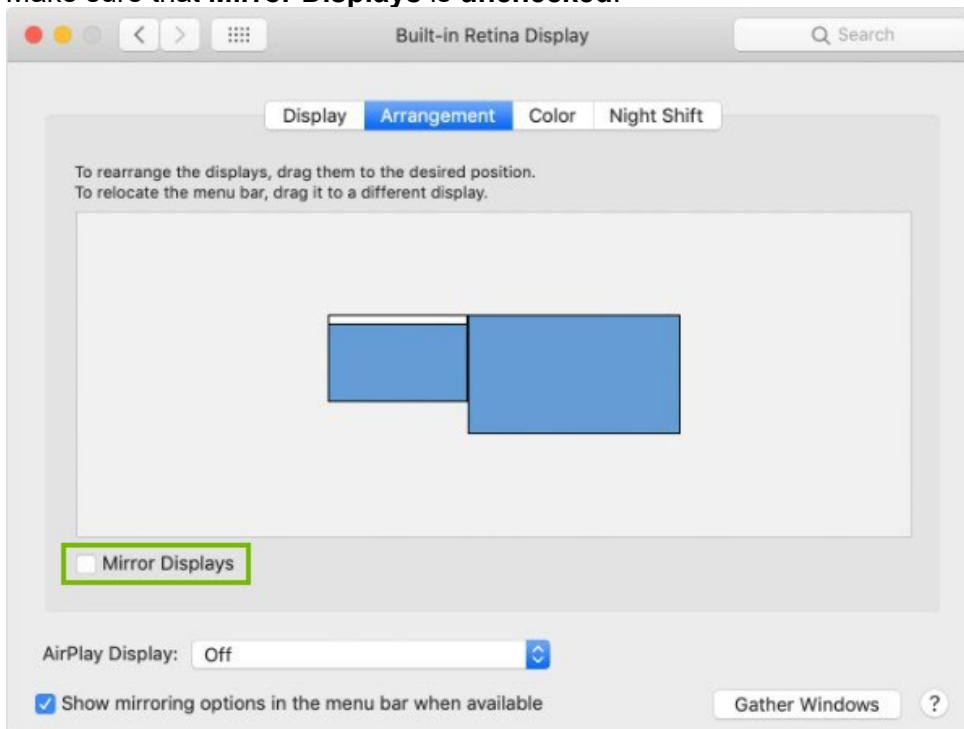
1. Click on the **Apple** menu and click **System Preferences**.
2. Click on **Displays**.



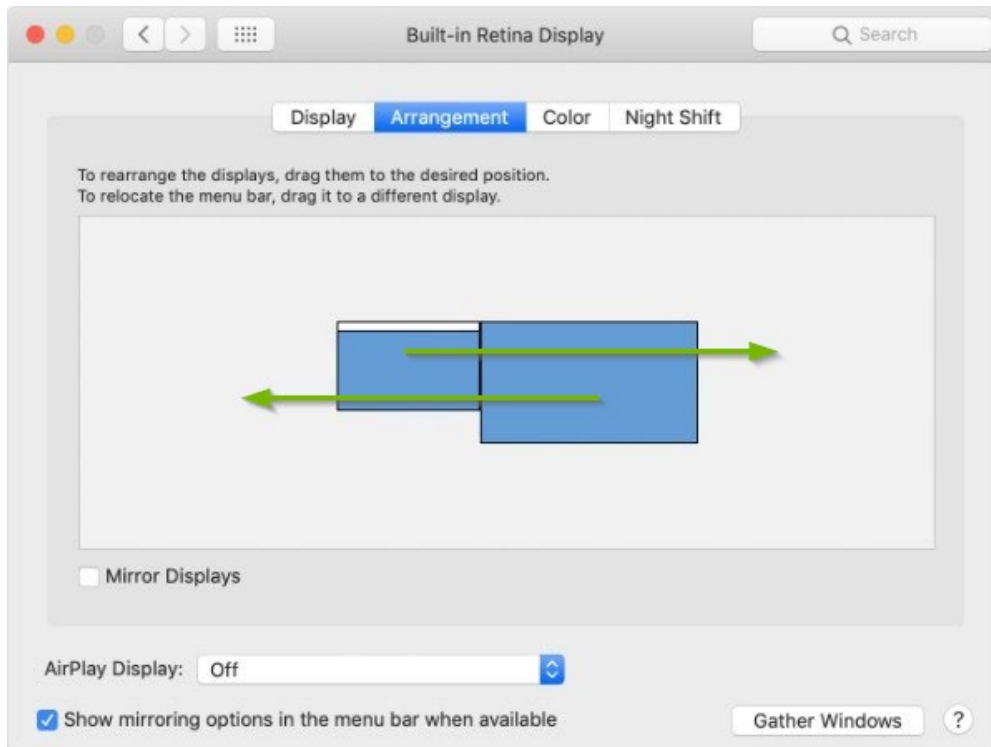
3. Click on the **Arrangement** tab.




4. Make sure that **Mirror Displays** is unchecked.

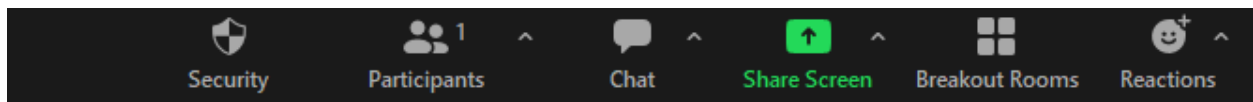


5. Click and hold boxes to drag each monitor image to mimic the layout they are physically in.

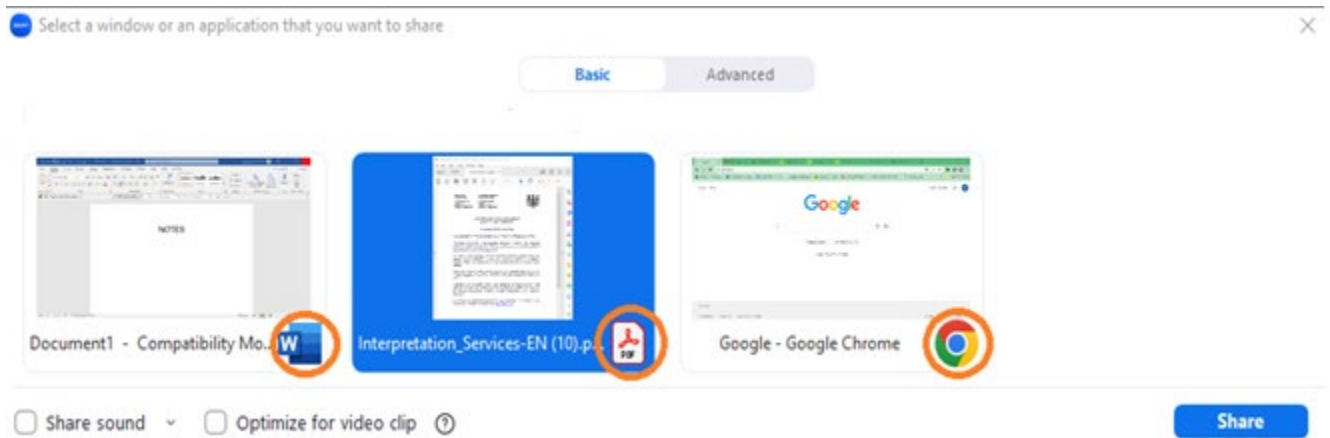


3. Sharing a document in Zoom

1. Have the document you will be sharing open on your screen.
2. Navigate to the zoom meeting and Click **Share Screen**  located in your meeting controls at the bottom of the screen:



3. Select the application in which you just opened the document in (such as Adobe PDF or Word), as noted below. Do not select "Screen" to share as that will share everything on your desktop. If you select an internet browser window, note that the entire window, including your bookmarks and open tabs, will be visible.



4. Click the **Share** button in the lower right corner.
5. When the sharing process is started, you will see a notification banner stating **Participants can now see your shared screen**.
6. **To share videos/voice messages** enable these features, located in the bottom-left corner of the share window:
 - **Share sound:** If you check this option, any sound played by your computer will be shared in the meeting.

