

# Napa Hall Classrooms IT Guide

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**SACRAMENTO STATE**  
COLLEGE OF CONTINUING EDUCATION



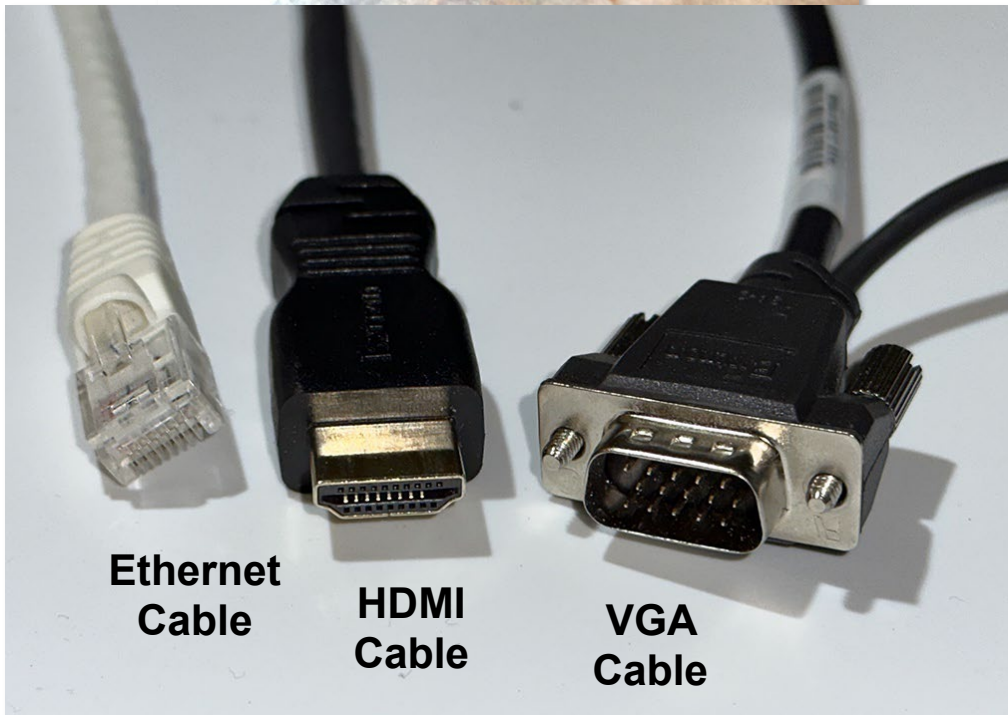
# Napa Hall Classroom Podium





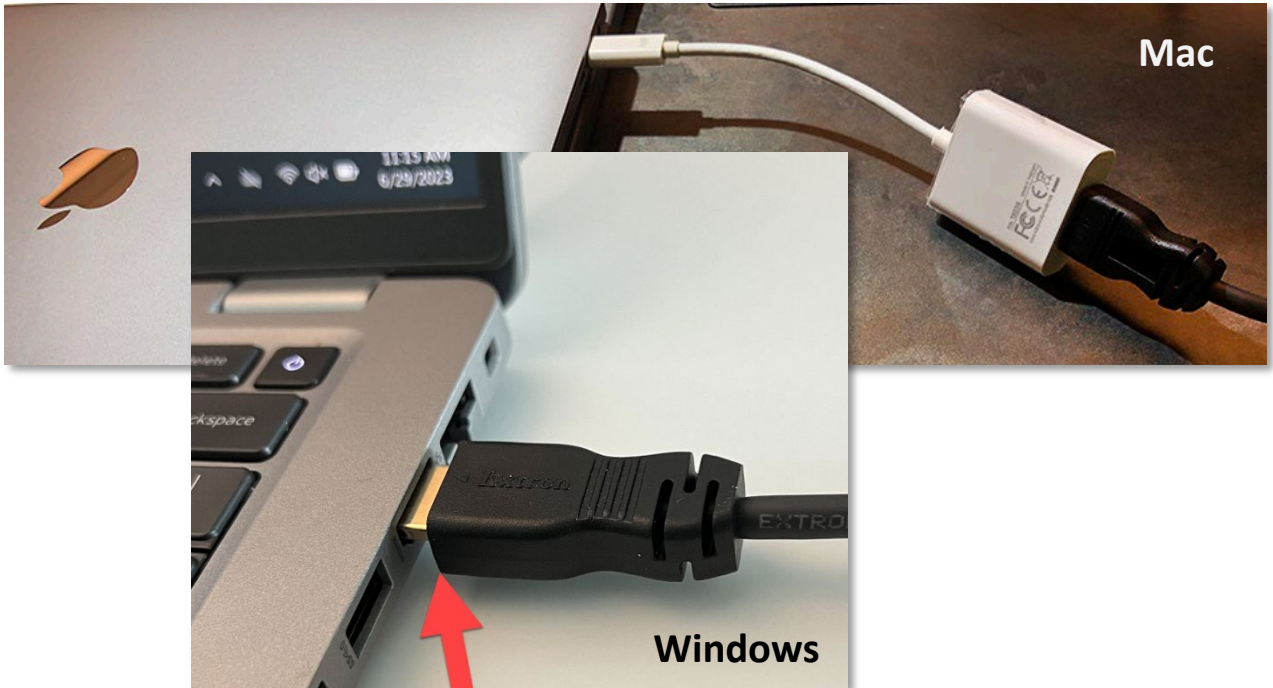
# Cable Connections

1. Every Napa Hall Podium comes equipped with:  
**Ethernet Cable, HDMI Cable, VGA Cable, & Audio Cable.**

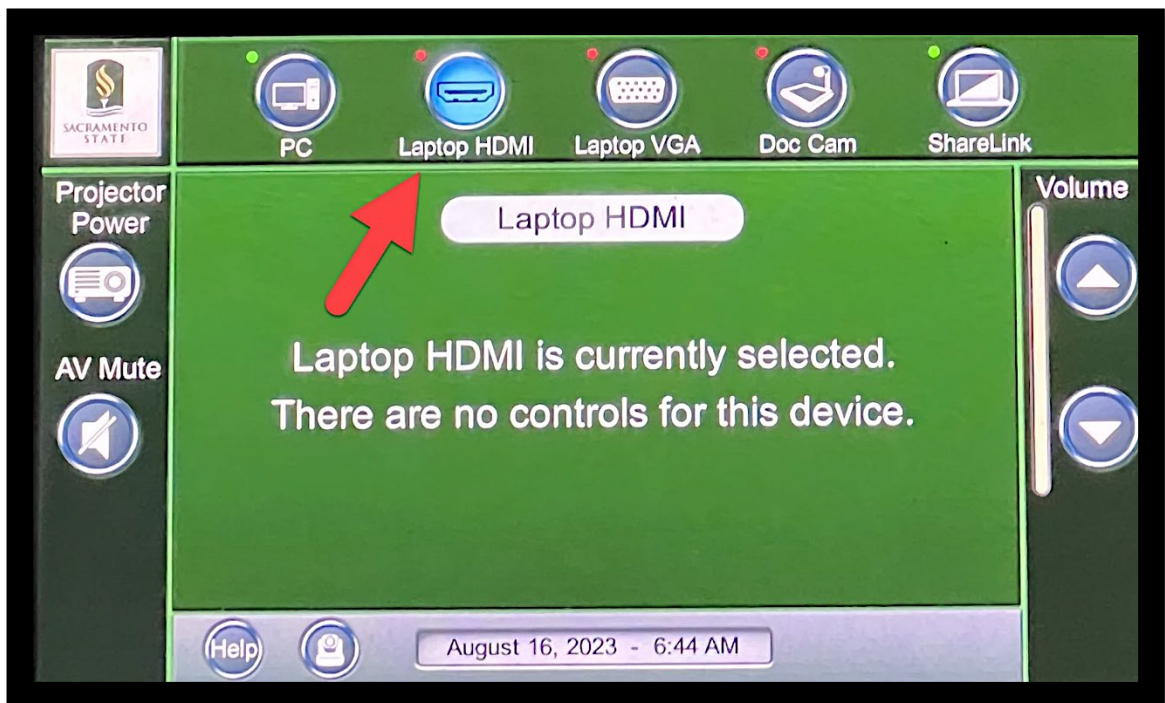


# Connecting Laptop to Projector via HDMI

1. Connect the podium's **HDMI** cable to your computer's HDMI port. Macs require this adapter.



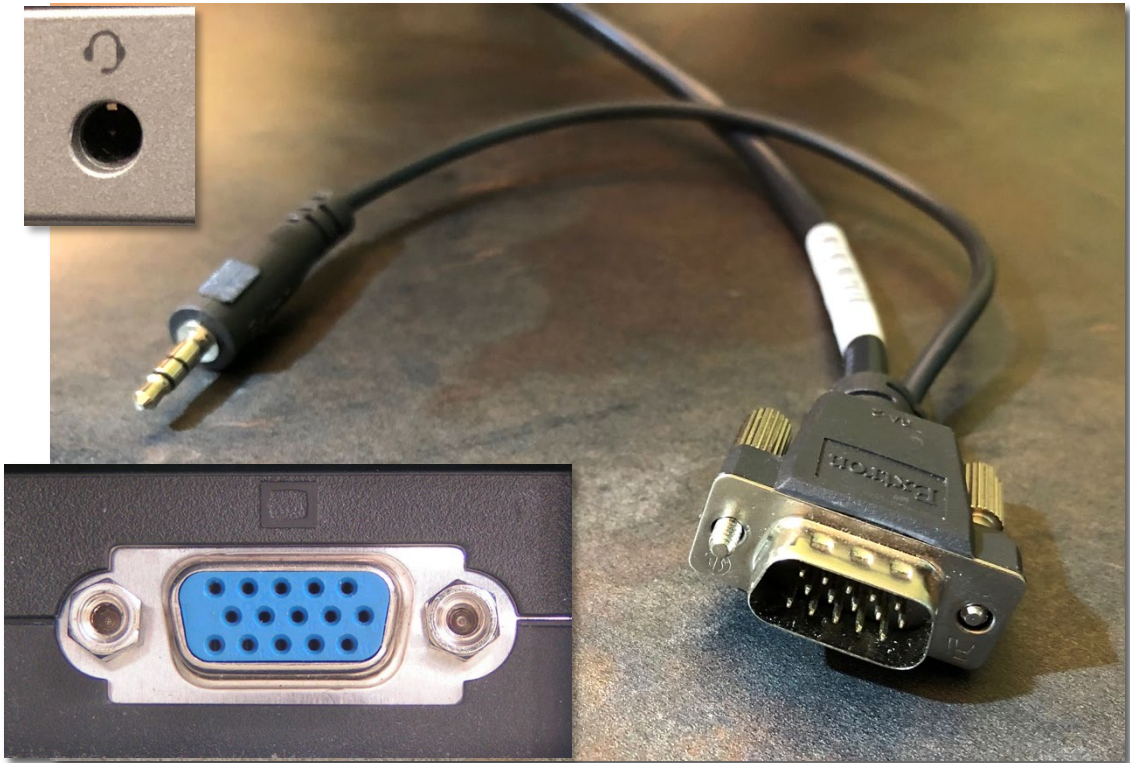
2. Switch the source on the small touchscreen to **Laptop HDMI**.





# Connecting Laptop to Projector via VGA

1. Connect the **podium's** Audio & VGA cables to the **Audio & VGA** ports to **your computer**.

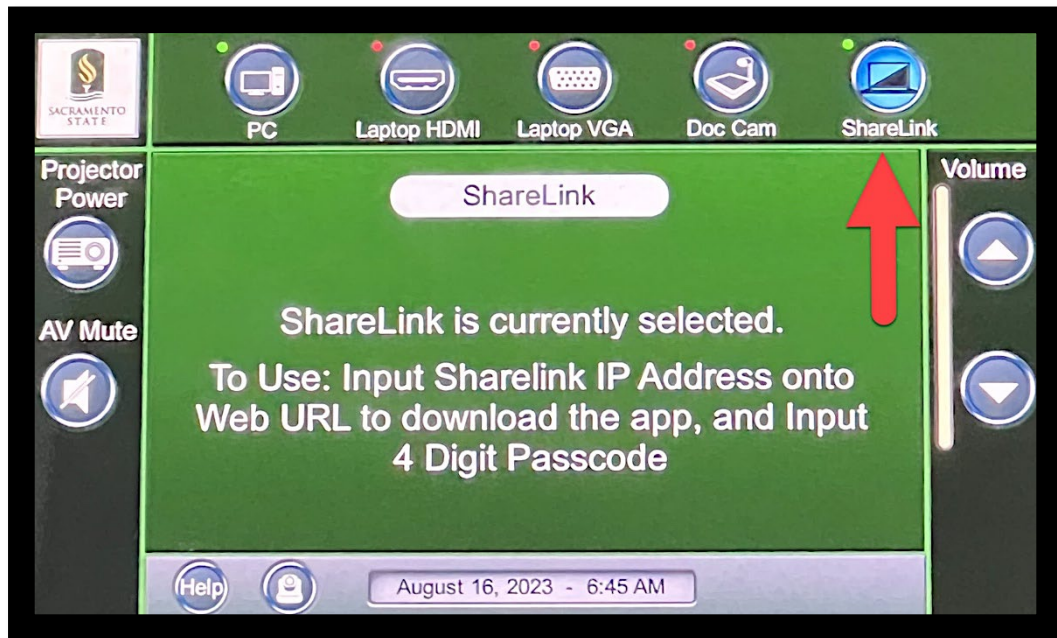


2. Switch the source on the touchscreen to **Laptop VGA**.

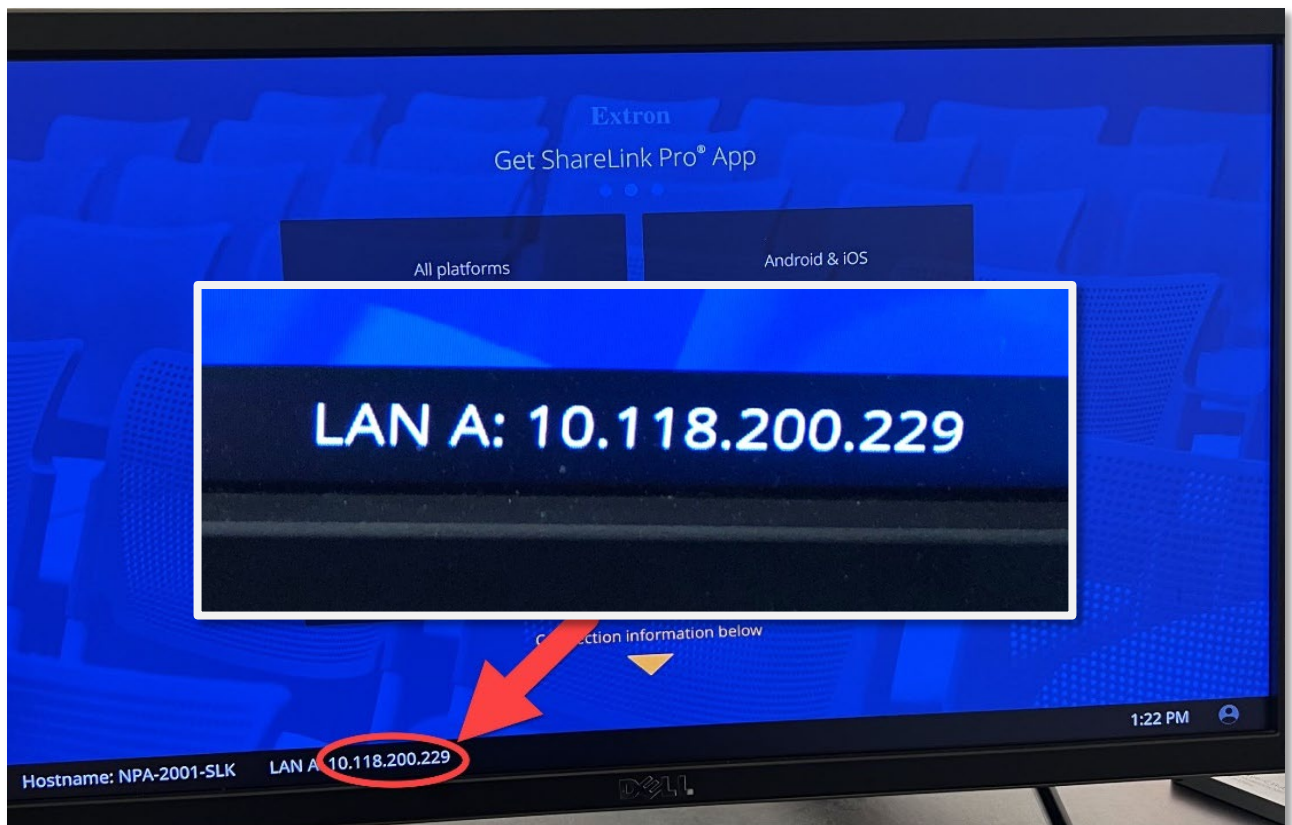


# Connecting Laptop to ShareLink Pro (App)

1. Switch the source on the touchscreen to **ShareLink**.

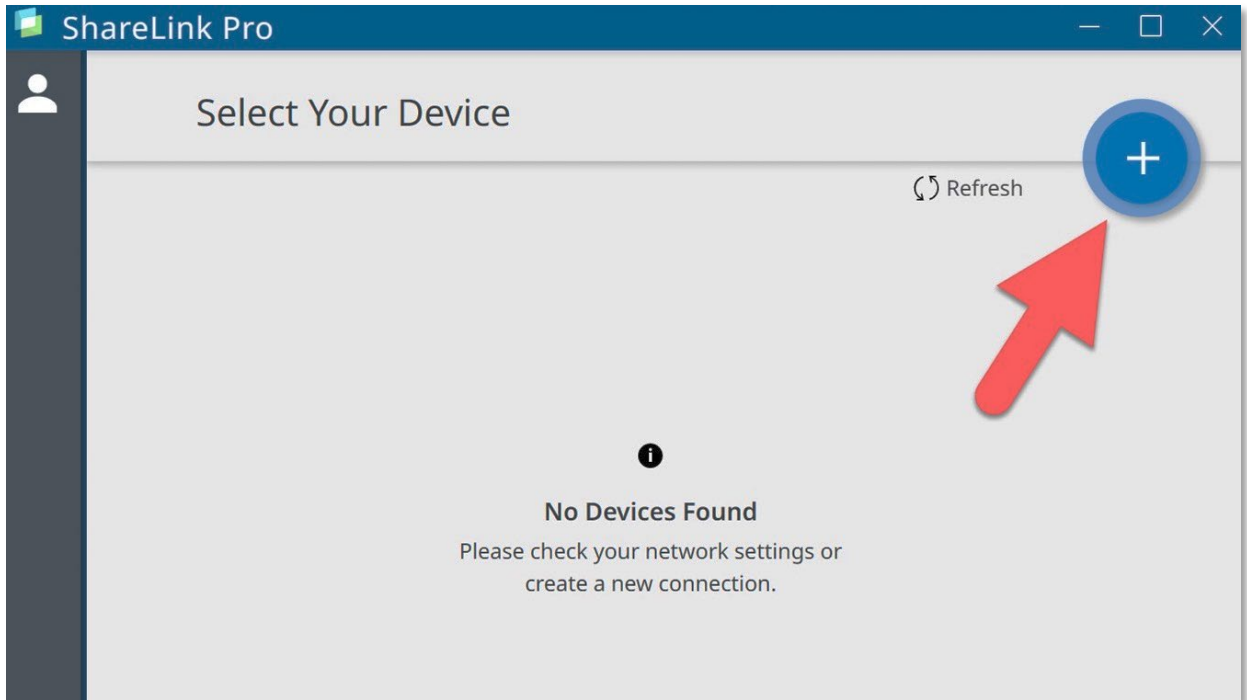


2. You will see the **IP Address** at the bottom of the screen.

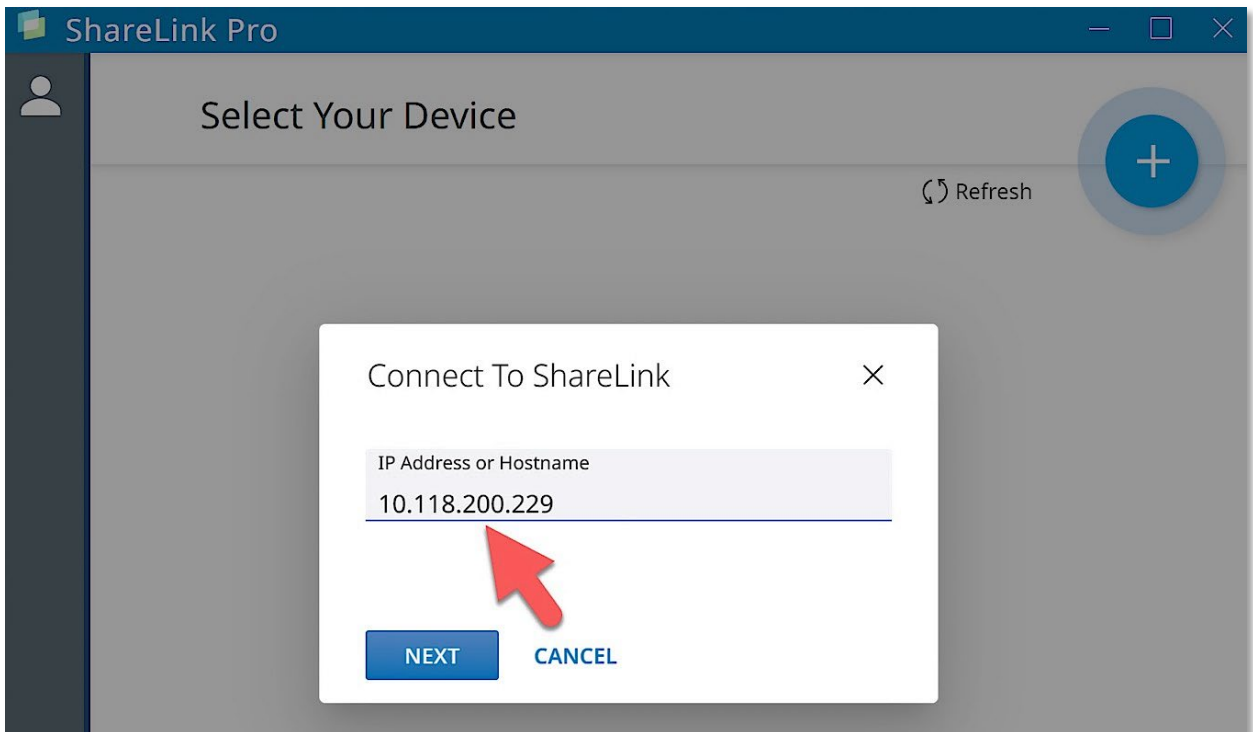


## Connecting Laptop to ShareLink Pro (App)

3. Open the **ShareLink Pro** app and click on the **Plus Sign**.

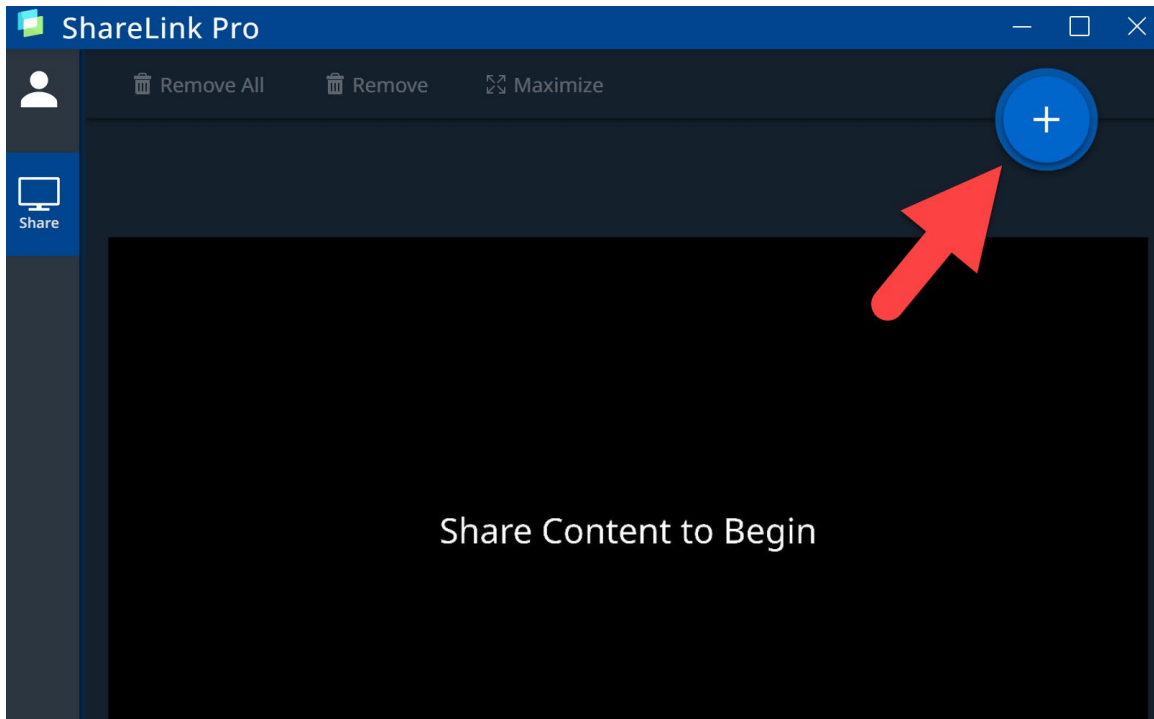


4. Enter the **IP Address** and click **Next**






## Connecting Laptop to ShareLink Pro (App)

5. Click the **Plus Sign** to start sharing your screen.



6. Select the **option** you want to share.

### Share Content

-  Mirror Screen
-  Mirror Application
-  Share Image or Video

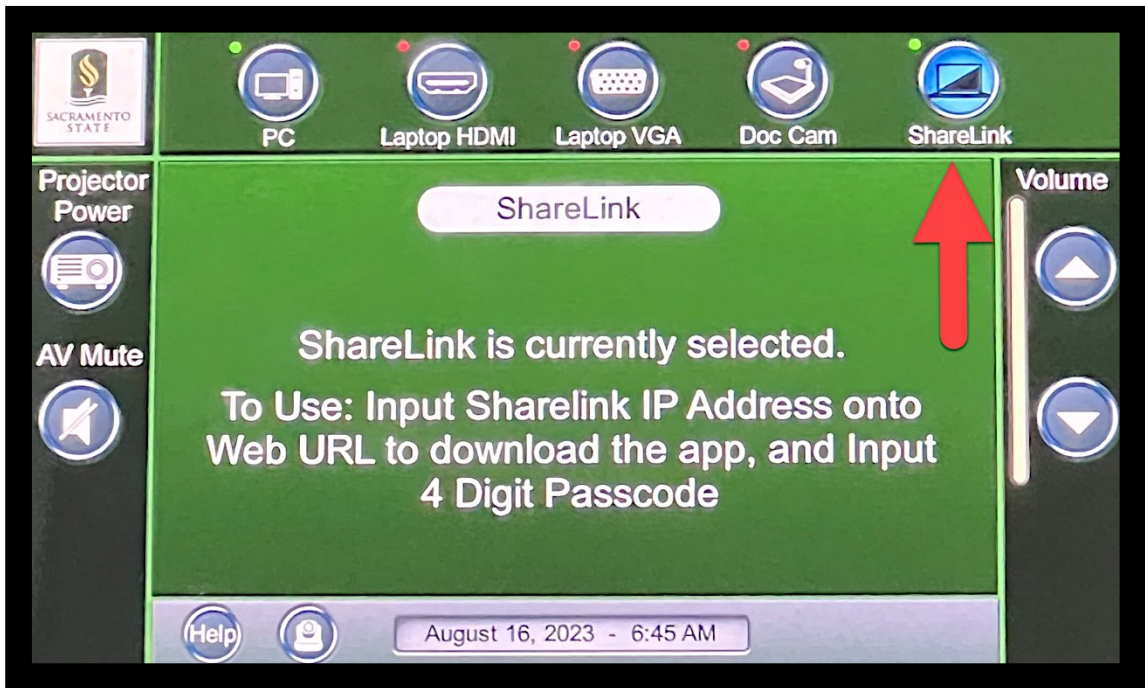
### Displays on the projector:

- The users screen
- An application of choice
- An image or video of choice

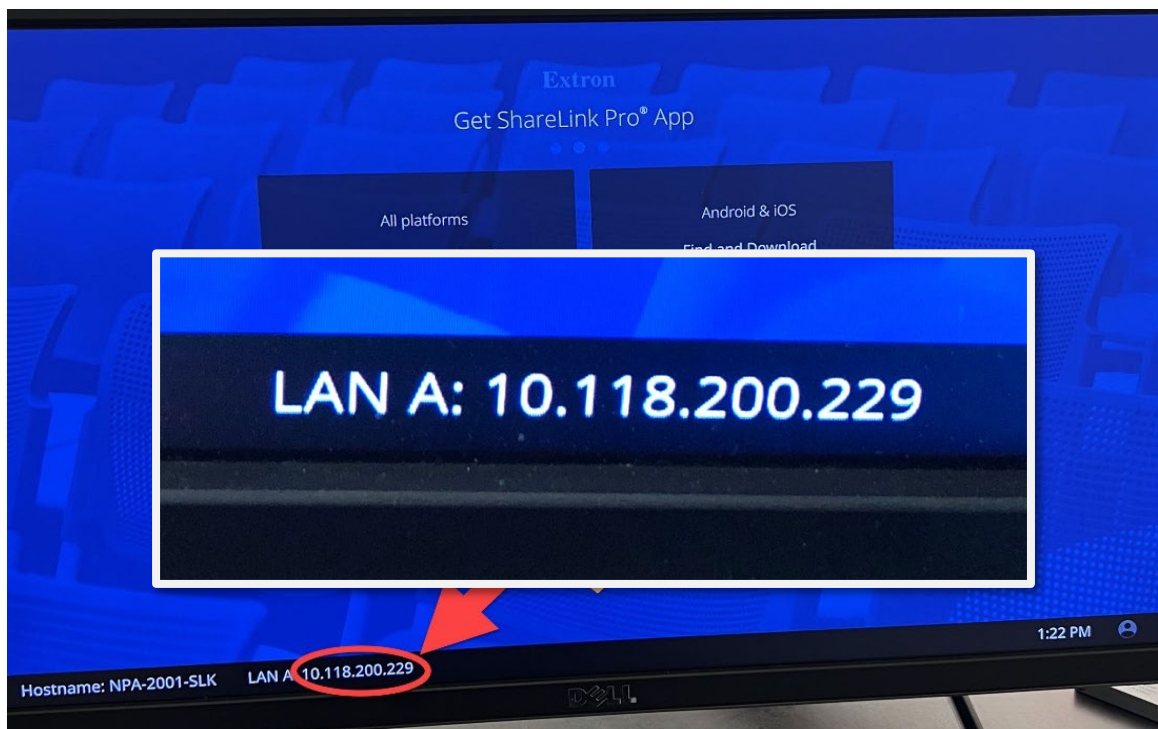


# Connecting Laptop to ShareLink Pro (Web Browser)

1. **Switch** the source on the touchscreen to **ShareLink**.

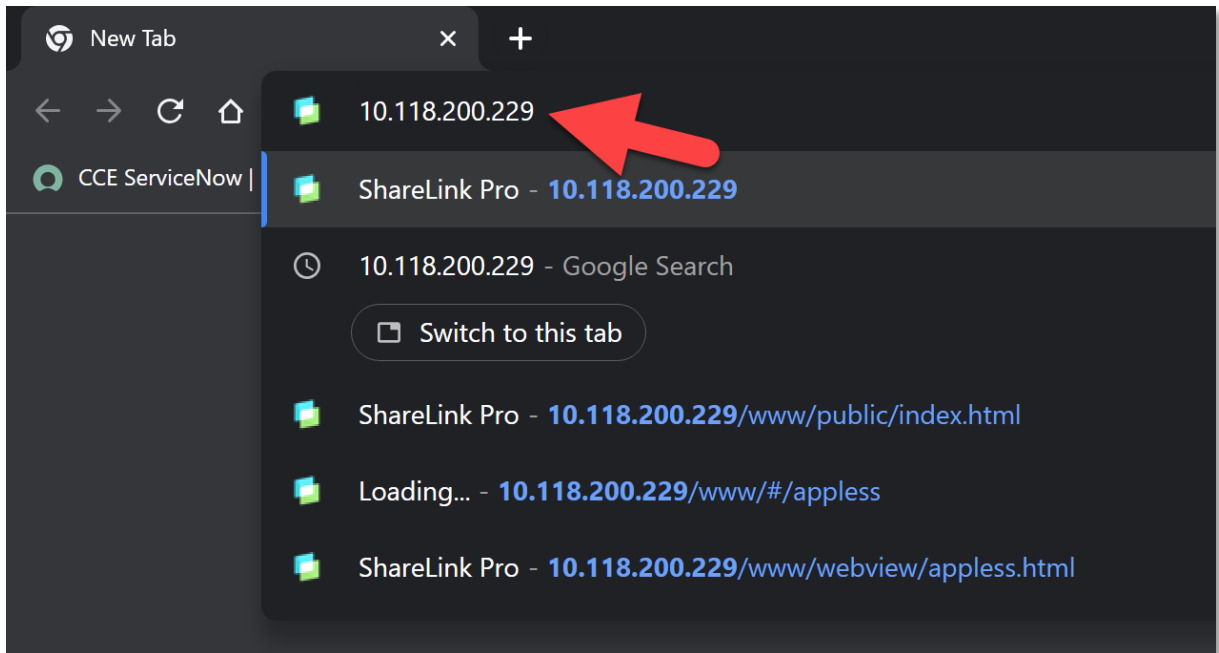


2. You can see the **IP Address** at the bottom of the screen.

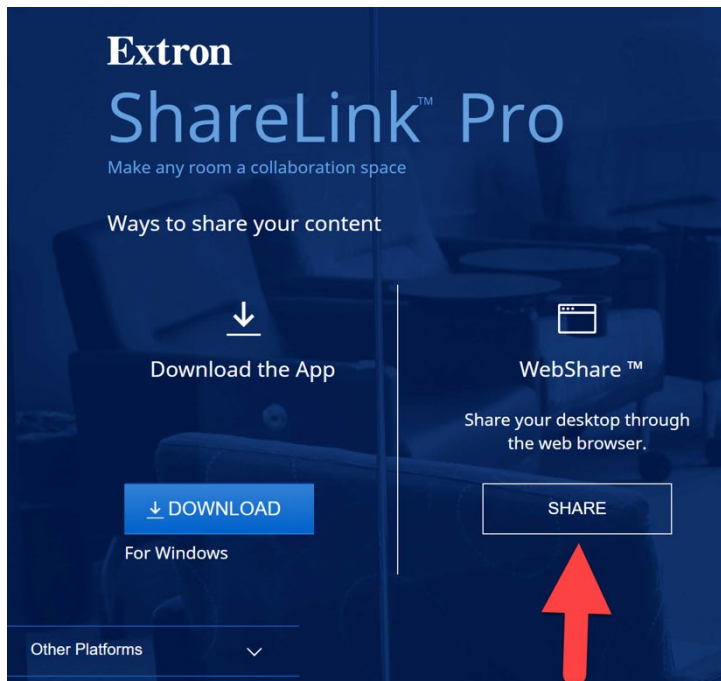


## Connecting Laptop to ShareLink Pro (Web Browser)

3. Open your internet browser and enter the **IP Address** in the **address bar** of your internet browser.

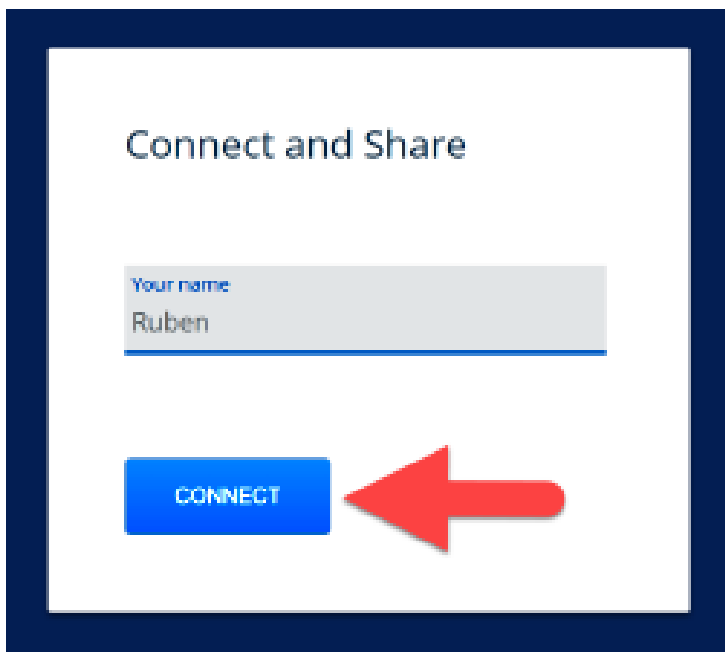
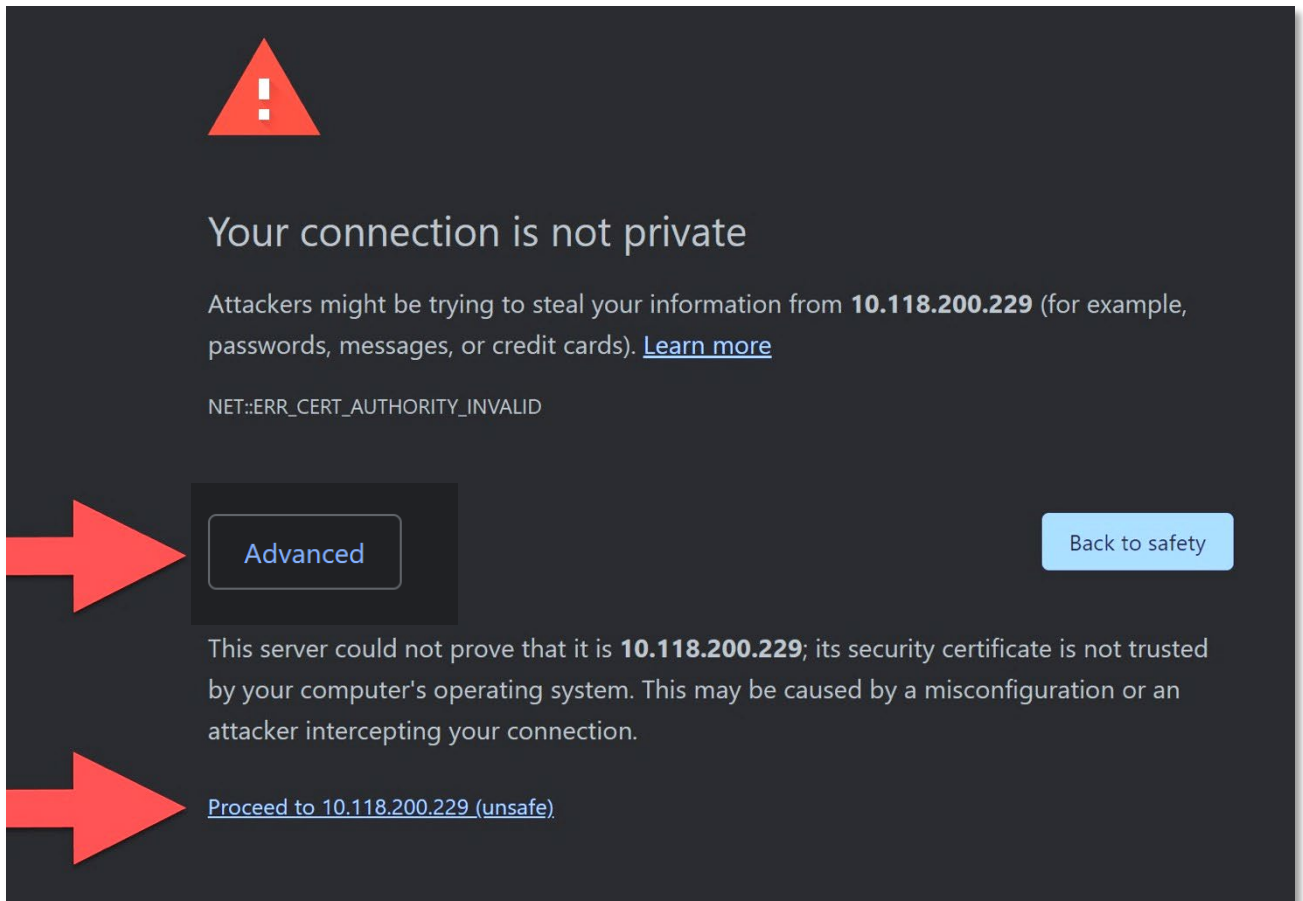


4. You will be redirected to this web page, click **Share**.



## Connecting Laptop to ShareLink Pro (Web Browser)

5. If you get an **error** saying, “**Your connection is not private**”, click **advanced** and **proceed**.



6. Enter your **name** and click **Connect**.



## Connecting Laptop to ShareLink Pro (Web Browser)

Choose what to share with 10.118.200.229

The site will be able to see the contents of your screen

Chrome Tab

Window

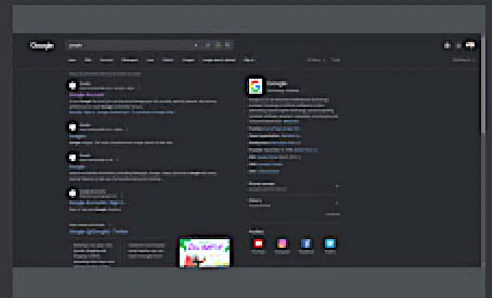
Entire Screen



google - Google Search



ShareLink Pro



google - Google Search

7. You will be given the option to share a **Chrome Tab**, a **Window**, or your **Entire Screen**.
8. Sharing a **Chrome Tab** allows you to pick any open Chrome Tab and display it on the projector.
9. Click **Share Tab Audio** to have sound play from the projector speakers.
10. Click **Share** to display the Chrome Tab on the projector.



Share tab audio

Share

Cancel



SHARE

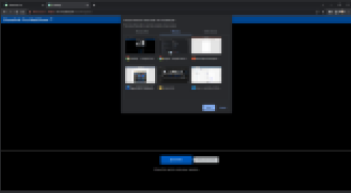
Share your screen

## Connecting Laptop to ShareLink Pro (Web Browser)

Choose what to share with 10.118.200.229

The site will be able to see the contents of your screen

Chrome Tab   **Window**   Entire Screen



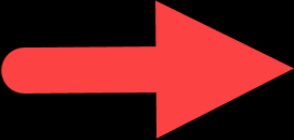

Loading... - Google Chro...

11. You will be given the option to share a Chrome Tab, a Window, or your Entire Screen.

12. Sharing a **Window** allows you to pick any open Window and display it on the projector.

13. Click Share to display the Window on the projector.

Share   Cancel

  **SHARE**   Share your screen

## Connecting Laptop to ShareLink Pro (Web Browser)

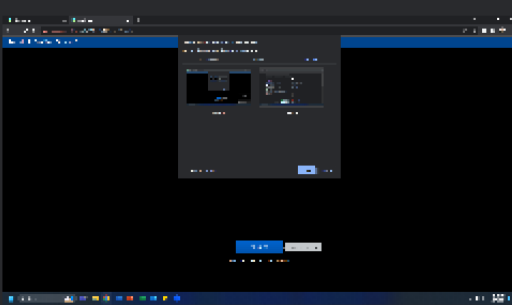
Choose what to share with 10.118.200.229

The site will be able to see the contents of your screen

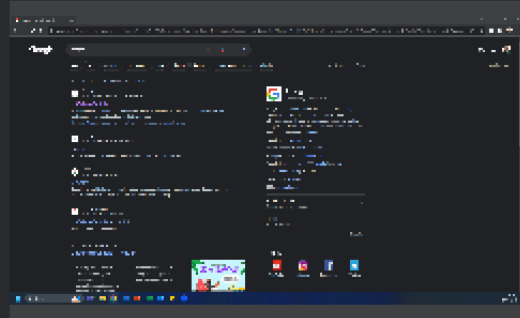
Chrome Tab

Window

Entire Screen



Screen 1



Screen 2

14. You will be given the option to share a Chrome Tab, a Window, or your Entire Screen.
15. Sharing your **Entire Screen** allows you to display everything on your laptop screen to the projector.
16. Click **Save System Audio** to have sound play from the projector speakers.
17. Click **Share** to display Entire Screen on the projector.

☒ Share system audio

Share

Cancel

 SHARE

Share your screen



# Handheld Microphone

1. Every Napa Hall Podium comes equipped with a Handheld Microphone and a Lapel Microphone.
2. **Pull the Handheld Microphone** out of its dock.
3. Turn on the handheld microphone by moving the power button up to the **ON** position.



## Lapel Microphone

1. Every Napa Hall podium comes equipped with a Handheld Microphone and Lapel Microphone.
2. **Pull** the Handheld Microphone out of its dock.
3. Turn on the lapel microphone by moving power button to the right to the **ON** position.

