



Laptop Presentation Guide

Disclaimer: This document is confidential and intended for use by Tomball ISD Staff only. Any use of this document outside of its intended purpose is strictly prohibited.

Purpose: The purpose of this document is to provide instructions to Tomball ISD teachers and staff on how to present from a Windows laptop. This document will cover the physical and software setup required for a district issued and non-district issued laptop.

Requirements:

- A district issued technology Windows laptop
- (Optional) Non-District provided Windows laptop with compatible connections
- Tomball ISD HP Docking Station connected to display device/s
- (Optional) USB-A to USB-C Adapter

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Work Instructions

Setup a District Provided Laptop for presentation

A district provided laptop is specifically configured for presentations with Tomball ISD equipment. Technology services has installed a HP docking station and pre-connected all hardware necessary. Additional setup beyond physical connection is only necessary for personal preference.

Physically Connect your laptop to the HP Docking Station

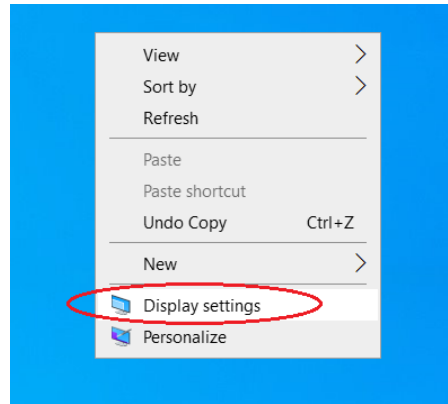
- a. On the front of the docking station, locate the USB-C cable. Connect it to the USB-C port on your laptop. Your laptop will then take a few seconds to configure your display settings



1. Configure Display Preferences (3 or more displays)

Once connected, your displays may not be set up to your preferences by default. The instructions below will explain how to configure duplicate and extended displays. EX: Monitor, Laptop, Projector Display

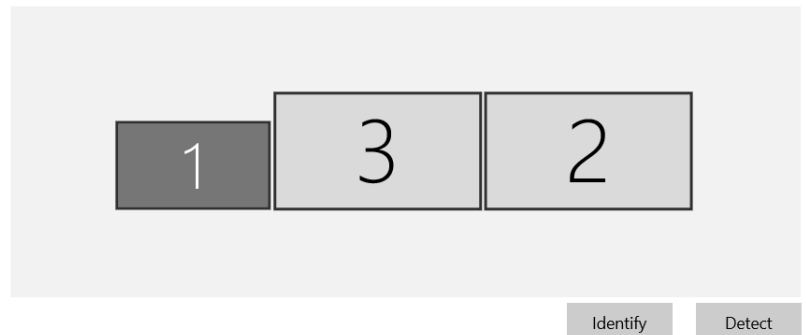
- b. **Right-click on your desktop and select Display Settings.** The Display menu will appear.



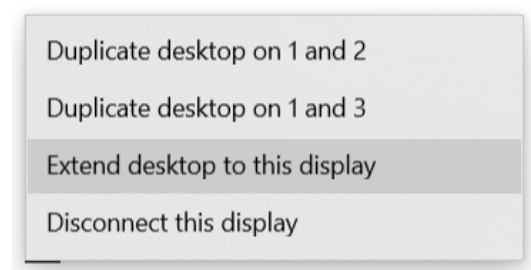
- c. **Click and drag the display icons** to rearrange them to your desired position. If you are unsure what monitor is being represented by the graphic, select the Identify button.

Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



- d. **Select the Multiple Display menu and choose your desired duplication and or extended display settings.**
EX: Duplicate monitor with laptop screen and extend display to projector

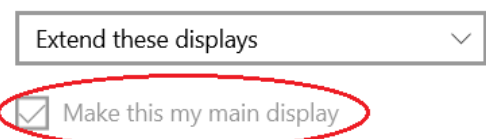


Note: In a multiple display set up, one of the screens will be the “Main display”. This is the screen where the start button, the default location of the desktop icons, and other controls are located. You can make any monitor in your configuration the “Main display”. To enable this select the desired display from the graphic and **select the “Make this my main display” checkbox.**

Tomball ISD Technology

Multiple displays

Multiple displays



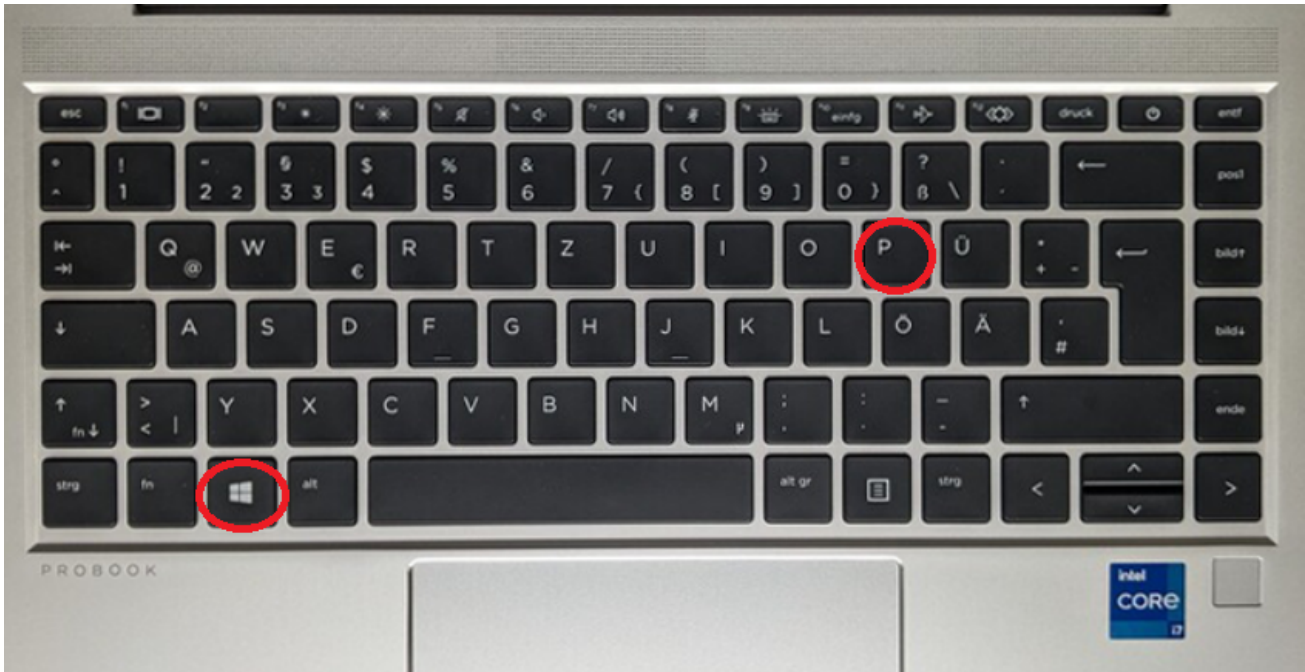
Rev 1.0

7/22/2021

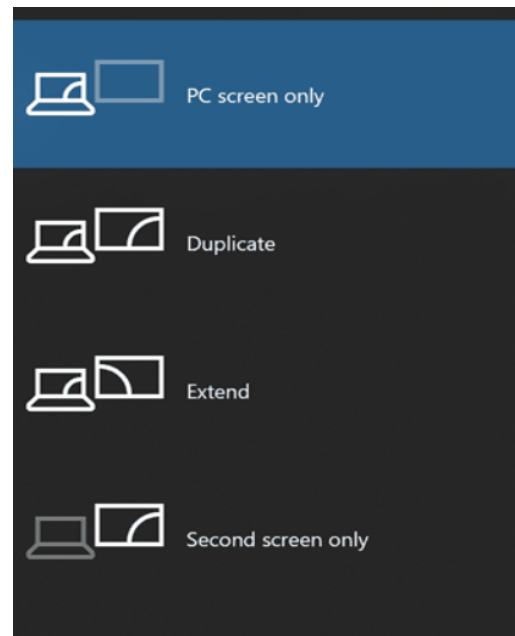
2. Select Display Preferences (2 Displays only)

There are two preferences when setting up your displays for presentation. Duplicate and Extend. **Duplication** is mirroring your display to another display. Extending is creating another display as additional work space.

- e. Use the **Windows key + P** on your keyboard to toggle between Duplication and Extend



- f. On your display a side menu will pop up. **Select the desired display type.** Selecting *Duplicate* will mirror your laptop display across all monitors, projectors, etc. *Second screen only* will turn off your laptop display and only show content on your connected device.



Setup a Non-District Provided Laptop for presentation

The HP universal docking station is designed to work with most devices. However, depending on the age and performance of the non district laptop, there may be some limitations.

1. Physically Connect your non-district laptop to the HP Docking Station

- USB-C Connection: On the front of the docking station, locate the USB-C cable. Connect it to the USB-C port on your laptop.

Note: Look for the Thunderbolt or Displayport logo on your USB-C Port for best compatibility



- USB-A Connection: Some laptops will *not* have a USB-C port like the one shown above. Locate a USB-A port and use the provided USB-C to USB-A adaptor to connect the HP docking station to your laptop.

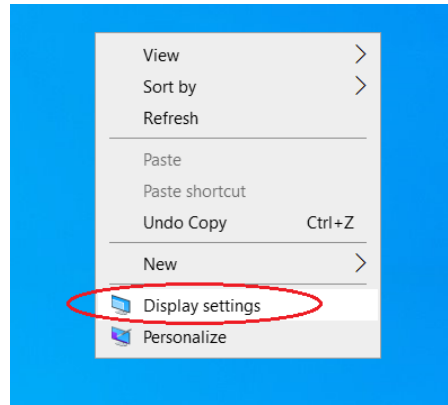
Note: Look for the Thunderbolt or Displayport logo on your USB-A Port for best compatibility



2. Configure Display Preferences (3 or more displays)

Once connected, your displays may not be set up to your preferences by default. The instructions below will explain how to configure duplicate and extended displays. EX: Monitor, Laptop, Projector Display

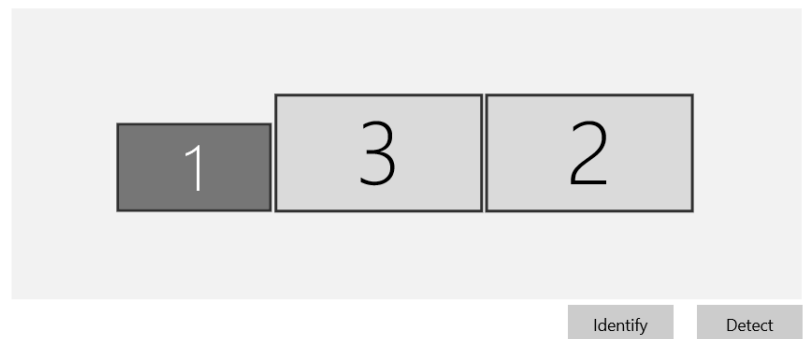
- g. **Right-click on your desktop and select Display Settings.** The Display menu will appear.



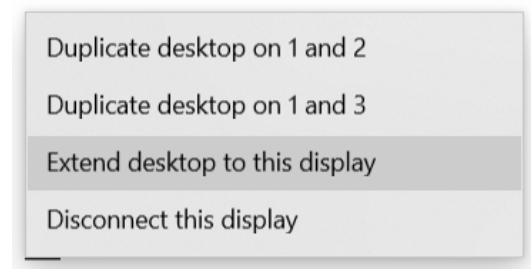
- h. **Click and drag the display icons** to rearrange them to your desired position. If you are unsure what monitor is being represented by the graphic, select the Identify button.

Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



- i. **Select the Multiple Display menu and choose your desired duplication and or extended display settings.**
EX: Duplicate monitor with laptop screen and extend display to projector



Note: In a multiple display set up, one of the screens will be the “Main display”. This is the screen where the start button, the default location of the desktop icons, and other controls are located. You can make any monitor in your configuration the “Main display”. To enable this select the desired display from the graphic and **select the “Make this my main display” checkbox.**

Multiple displays

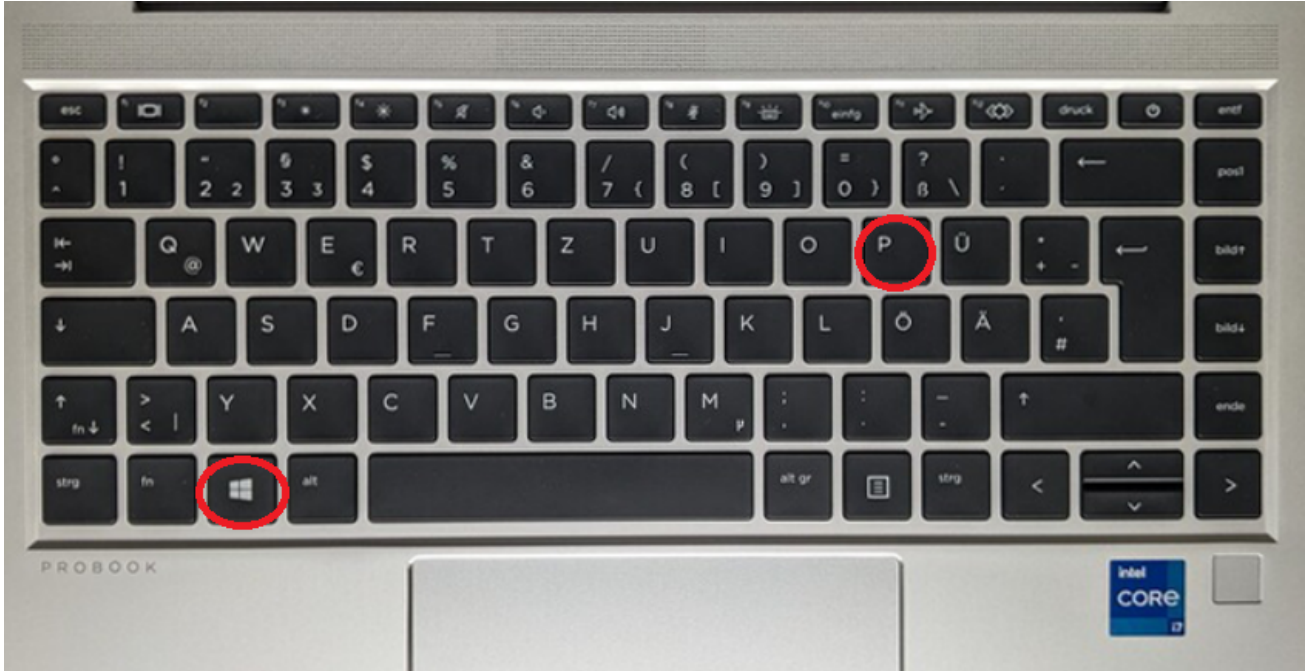
Multiple displays



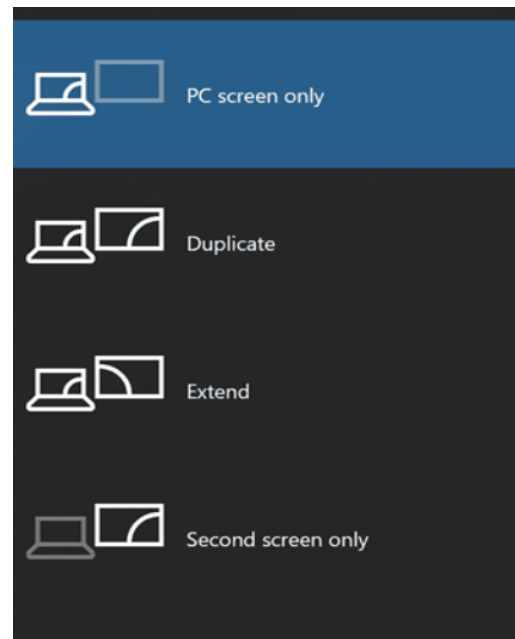
3. Select Display Preferences (2 Displays only)

There are two preferences when setting up your displays for presentation. Duplicate and Extend. **Duplication** is mirroring your display to another display. Extending is creating another display as additional work space.

- j. Use the **Windows key + P** on your keyboard to toggle between Duplication and Extend



- k. On your display a side menu will pop up. **Select the desired display type.** Selecting *Duplicate* will mirror your laptop display across all monitors, projectors, etc. *Second screen only* will turn off your laptop display and only show content on your connected device.



desired display from the graphic and **select the “Make this my main display” checkbox.**

Connecting Peripherals

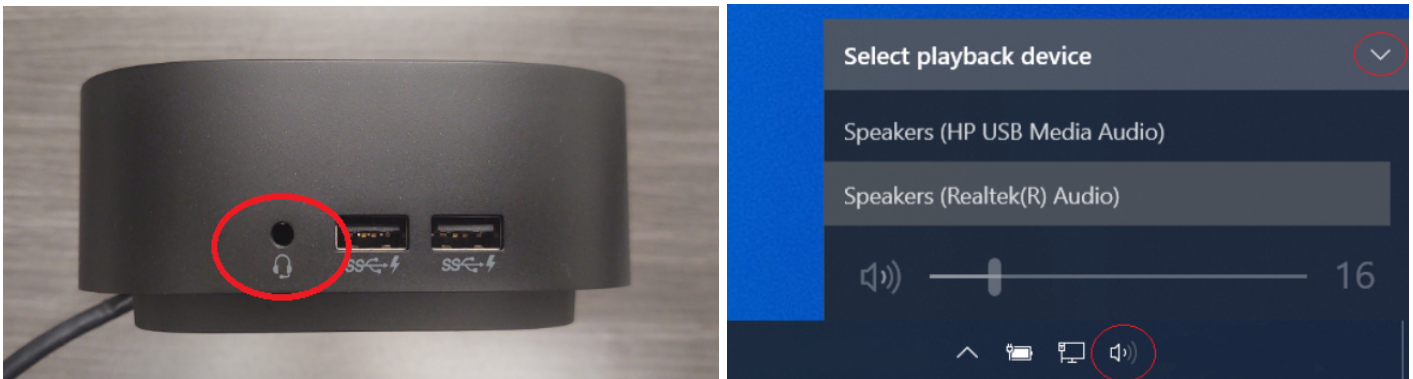
1. Mouse, Keyboards, and Other Input Devices

- a. Your HP universal docking station is equipped with 4 USB-A ports. All input devices can be plugged into these ports to maintain a single connection into your laptop. This includes dongles for wireless mouse and keyboards.



2. Wired Speakers

- a. Your HP Universal docking station has a 3.5mm port for wired audio. External Speakers can be connected with a 3.5mm cable for the audio source.
- b. From your windows taskbar, left click the speaker icon, Then the up arrow to verify the correct audio source is selected.



3. Wireless Bluetooth Speakers

- a. Follow [these instructions](#) on how to connect bluetooth speakers

Troubleshooting

Most Issues with your HP Universal docking station prior to initial setup can be resolved by restarting the device.

1. Restarting the HP Universal Docking station

- Flip the docking station upside down**
- Locate the power connector in the center of the device. **Slide the power connector to the right** to disconnect.
- Reconnect the power by sliding the connector to the left back into place.



Support Contacts

Create a Service Desk Request

[Tomball ISD Service Desk - How to Guide](#)

General Support:

281-357-3052 Ext 4001