Using the All in One computer with the Sharelink system:

1. Switch the computer on using the power switch located at the bottom right corner of the computer.
2. Switch on the tv using the power button located at the top left on the remote. Please sign out the remote at our circulation desk when picking up the room key if you haven’t already done so.
3. Hit any key on the keyboard to bring up the login screen and log into the computer using your myLoyalist credentials.
4. Click on the Sharelink icon on the desktop:

5. You will be asked to choose a receiver. Choose Manual:
6. The Manual Connect box will appear. The User Name will self-populate based on the myLoyalist username that was used to log into the computer. Enter the other credentials as they appear on the TV screen:
Note: **The code will be unique and change with each session.** This protects your privacy and prevents unauthorized sharing to other Sharelink stations throughout the college.

7. Click connect. The Share Screen control box will appear on the computer screen. Notice that the screen is currently NOT SHARING. You may use the default to share to full screen (generally, this is what you would want.)
OR... select to from one of the other options to share to a select portion of the tv screen. Make your selection and click the play button to share or “mirror” what is on the computer screen:

Notice that the Share Screen control box now indicates that the screen is being shared:
The tv screen should match or “mirror” what you see on the computer screen:

If you wish to use files from a USB drive, there are ports located at the bottom left of the monitor:
To stop screen sharing, click the stop button on the Screen Share control panel at any time.

Notice that the Screen Share control panel has returned to “Not Sharing” mode and the stop button has changed to a play button:
When you are finished with the system, turn off the tv using the power button on the remote. Log out of the computer and use the Windows controls to shut down the computer.

Please remember to return the room key and remote back to the circulation desk when you are finished.