

If you experience any issues when using the equipment, please call the IT Service Desk on **Extension 6262** or email **dts@reading.ac.uk**.

**Bring Your Own Device: How to connect up your own laptop**

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**Which end do I need?**

**Surface Laptop: USB C**

**Toshiba or other laptop: HDMI**

**Mac Pro or Mac Air: USB C (aka Thunderbolt)**

**Note: For whatever application ceiling microphone is required for, e.g. YuJa or Microsoft Teams call, ‘Dante USB Receive (Dante USB I/O Module)’ should also be selected as microphone source in application settings.**

**Change setting INPUT to the ‘Dante USB Receive (Dante USB I/O Module)’ :**



**Then switch to “Laptop source” on the tech table**

**To open your sound settings**



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**To control the ceiling microphone from your laptop, connect by plugging in the cable labelled “Ceiling mic” to your laptop’s USB-A port**

**Right click on this icon:**

**Belkin multiway adapter lets you plug in your own device via HDMI or USB-C**

**Connect your laptop to the screen using the multi-way cable:**