



# MASTER BUILDERS ASSOCIATION NSW Excellence in Housing Awards

HOW TO GUIDE: Watch on TV using laptop/PC & HDMI  
cable to connect.

[events@mbansw.asn.au](mailto:events@mbansw.asn.au)

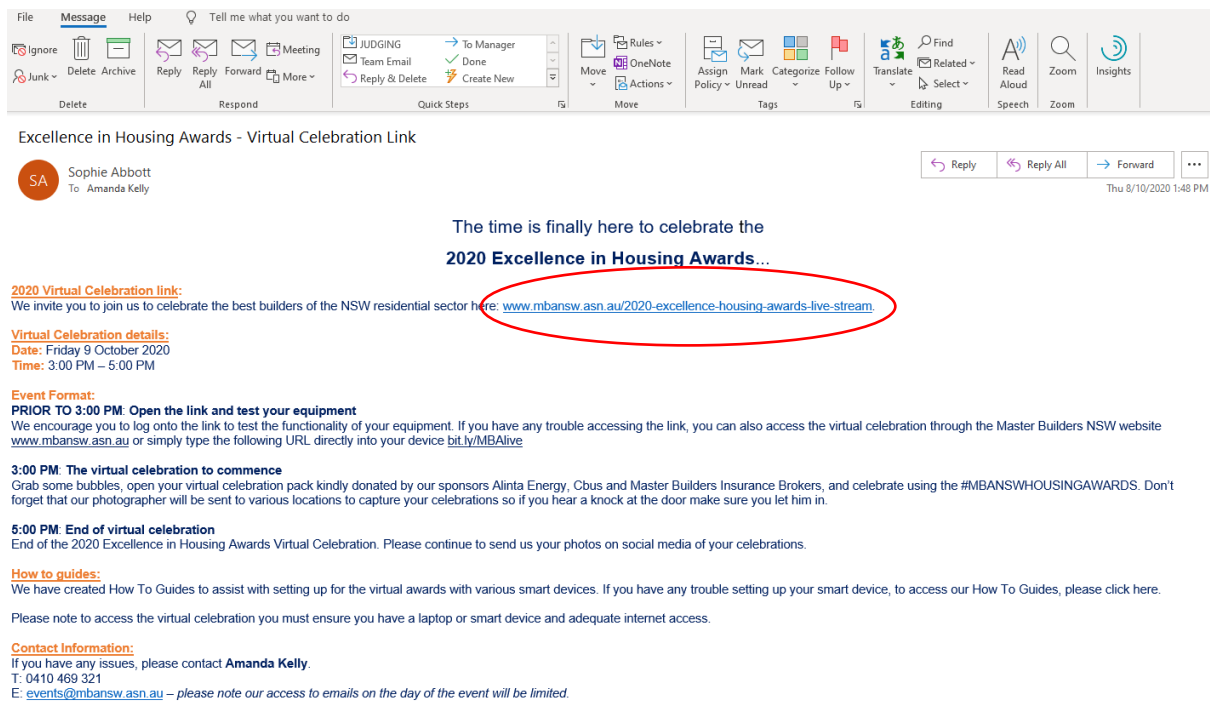
# 1. Prepare equipment

Ensure the Power ins on on both your laptop/PC Power on your laptop and TV (both with HDMI port) and prepare a HDMI cable.

# 2. Open the hyperlink to the virtual awards

On your laptop or PC, open your emails, and search for the email from [events@mbansw.asn.au](mailto:events@mbansw.asn.au) with the subject line **Excellence in Housing Awards - Virtual Celebration Link**.

From the email, open the link under the heading '2020 Virtual Celebration link'.



File Message Help Tell me what you want to do

Ignore Delete Archive Reply Reply Forward More Meeting JUDGING To Manager Team Email Done Reply & Delete Create New

Excellence in Housing Awards - Virtual Celebration Link

SA Sophie Abbott To Amanda Kelly

Reply Reply All Forward Thu 8/10/2020 1:48 PM

The time is finally here to celebrate the  
**2020 Excellence in Housing Awards...**

**2020 Virtual Celebration link:**  
We invite you to join us to celebrate the best builders of the NSW residential sector here: [www.mbansw.asn.au/2020-excellence-housing-awards-live-stream](http://www.mbansw.asn.au/2020-excellence-housing-awards-live-stream).

**Virtual Celebration details:**  
Date: Friday 9 October 2020  
Time: 3:00 PM – 5:00 PM

**Event Format:**  
**PRIOR TO 3:00 PM: Open the link and test your equipment**  
We encourage you to log onto the link to test the functionality of your equipment. If you have any trouble accessing the link, you can also access the virtual celebration through the Master Builders NSW website [www.mbansw.asn.au](http://www.mbansw.asn.au) or simply type the following URL directly into your device [bit.ly/MBALive](http://bit.ly/MBALive)

**3:00 PM. The virtual celebration to commence**  
Grab some bubbles, open your virtual celebration pack kindly donated by our sponsors Alinta Energy, Cbus and Master Builders Insurance Brokers, and celebrate using the #MBANSWHOUSINGAWARDS. Don't forget that our photographer will be sent to various locations to capture your celebrations so if you hear a knock at the door make sure you let him in.

**5:00 PM. End of virtual celebration**  
End of the 2020 Excellence in Housing Awards Virtual Celebration. Please continue to send us your photos on social media of your celebrations.

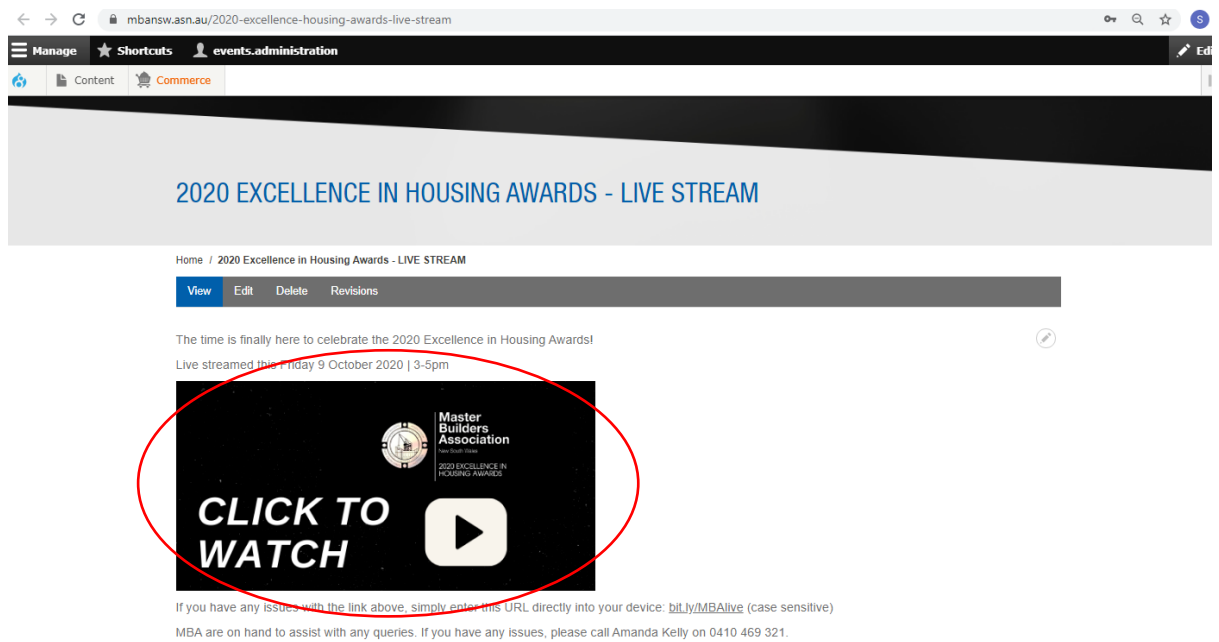
**How to guides:**  
We have created How To Guides to assist with setting up for the virtual awards with various smart devices. If you have any trouble setting up your smart device, to access our How To Guides, please click here.

Please note to access the virtual celebration you must ensure you have a laptop or smart device and adequate internet access.

**Contact Information:**  
If you have any issues, please contact **Amanda Kelly**.  
T: 0410 469 321  
E: [events@mbansw.asn.au](mailto:events@mbansw.asn.au) – please note our access to emails on the day of the event will be limited.

### 3. Open the virtual celebration webpage

Click on the virtual celebration photo to open the broadcast webpage.



The below page should now be shown on your screen.



Please note the broadcast will not start until 3:00 PM, until then, you will be only be able to view the holding screen similar to the above.

## 4. Connect your laptop to your TV screen using a HDMI cable

Insert one end of your HDMI cable into your laptop/PC, and the other end into the TV's HDMI port 1 as shown below.



## 5. Update source on TV

At this point, your TV may display a message saying No Signal. On your TV remote, press **INPUT** or **SOURCE**. From the menu that appears, select HDMI 1.



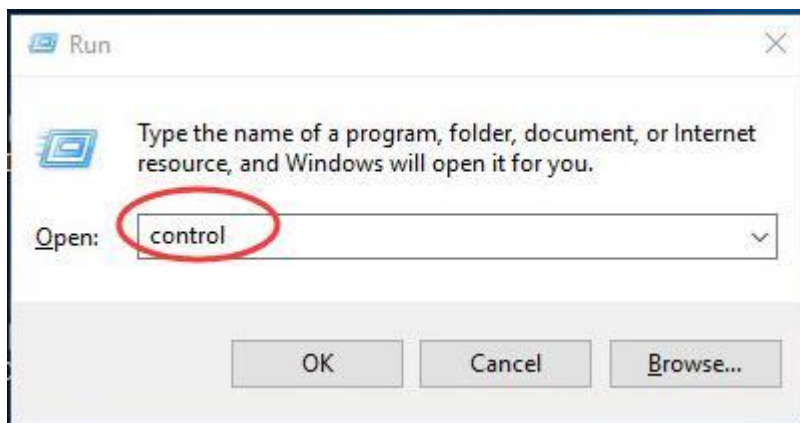
If the TV screen is still showing No Signal, double check that the HDMI cable is plugged into HDMI1 and not another HDMI port.

## 6. Set up display

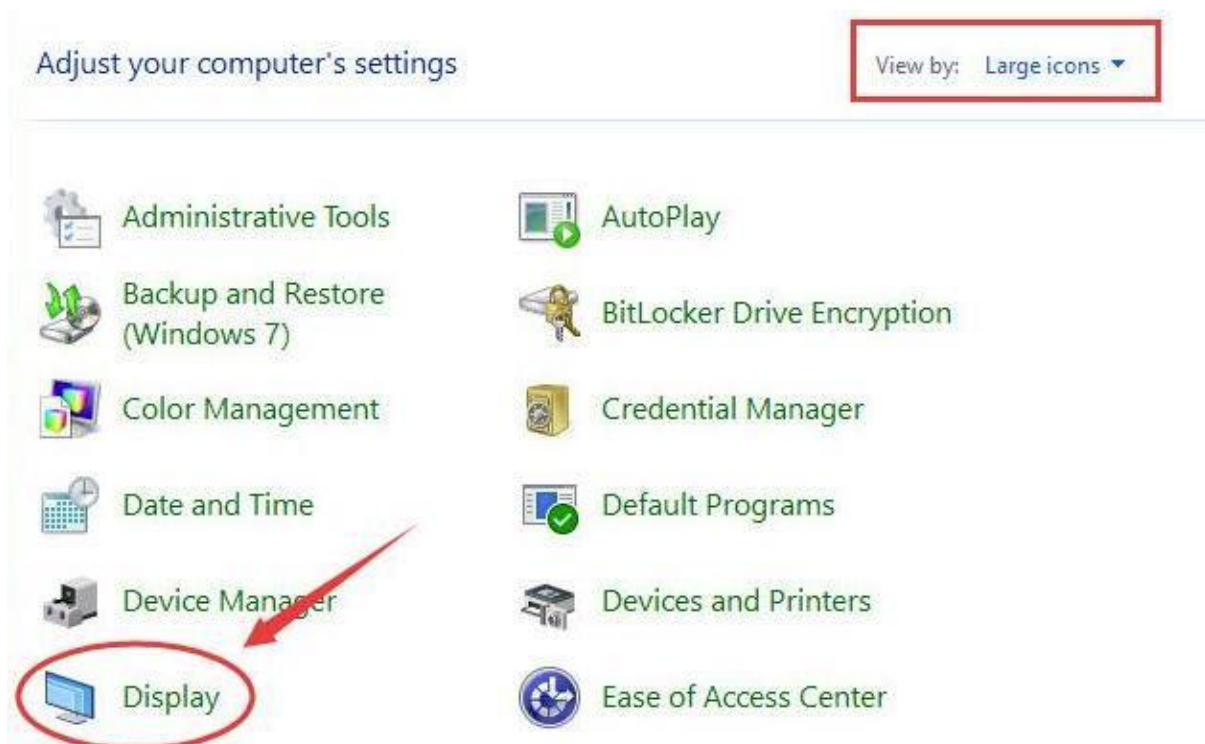
Your TV screen should now have the same display as your laptop.

If not, follow the steps below:

- a) On your laptop's keyboard, press **Windows** key + **R** key together to open Run box.
- b) Type **control** in the box and hit **Enter** to open Control Panel.



- c) Click **Display** when view by Large icons.



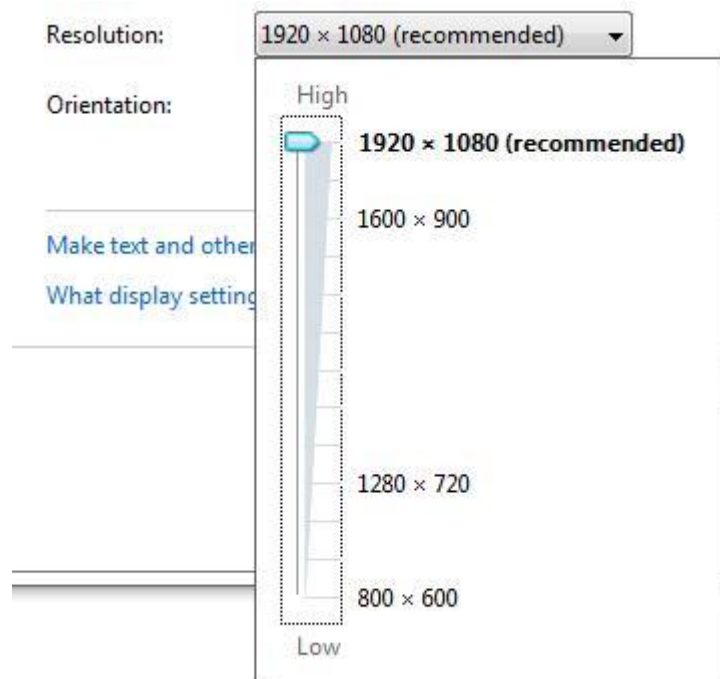
d) Click **Adjust resolution**.

The screenshot shows the Windows Control Panel window titled "Make it easier to read what's on your screen". On the left sidebar, "Adjust resolution" is circled in red. The main content area has a heading "Make it easier to read what's on your screen" and a sub-heading "You can change the size of text and other items on your screen by choosing one of these options. To temporarily enlarge just part of the screen, use the [Magnifier](#) tool." Below this are three radio button options: "Smaller - 100% (default)", "Medium - 125%", and "Larger - 150%". To the right of these options is a "Preview" window showing a desktop with a grid of icons. At the bottom right of the main content area is an "Apply" button.

e) Select **TV** from Display drop-down list.

The screenshot shows the "Change the appearance of your display" dialog box. At the top, there are two monitor icons labeled "1" and "2". To the right of the icons are "Detect" and "Identify" buttons. Below the icons are three dropdown menus: "Display:" with "1. Dell ST2210(Analog)" selected, "Resolution:" with "1. Dell ST2210(Analog)" and "2. TV" listed, and "Orientation:" with "Landscape" selected. A red arrow points to the "Display:" dropdown. The "Resolution:" dropdown has "2. TV" circled in red. At the bottom right is a link for "Advanced settings". Below the dialog box, there are three buttons: "OK", "Cancel", and "Apply".

f) Then try to change its solution to earn a best view on TV screen. Once it's done, click OK to save the setting.

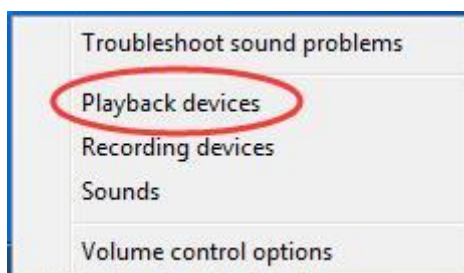


## 7. Set up speakers

Check that the sound isn't muted, and that the volume is set properly both on your laptop and TV.

And also set your HDMI audio output device as default device.

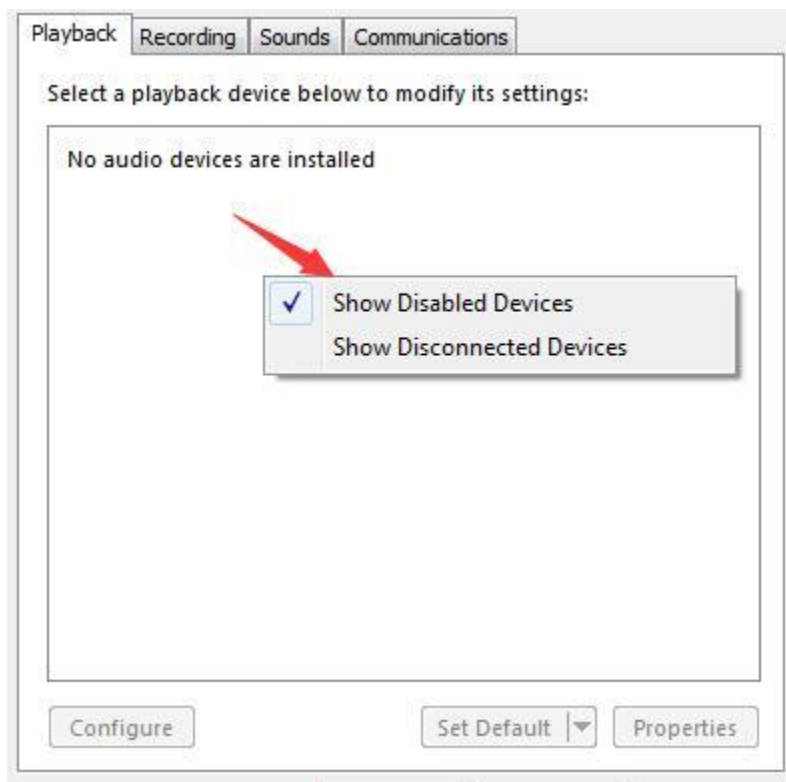
a) Right-click on the sound icon at bottom right on your laptop's screen. Then click **Playback devices**.



b) Highlight your HDMI audio output device and click **Set Default**.



If you cannot see your HDMI audio output device, right-click on the blank area of and tick on **Show Disabled Devices**.





## Contact Information

T: 0410 469 321

E: [events@mbansw.asn.au](mailto:events@mbansw.asn.au) - *please note our access to emails on the day of the virtual event will be limited.*

## References

Information source & credit:

(Ibik Aster: <https://www.ibik.ru/how-to-connect-laptop-to-tv-using-hdmi>).