Notes for Teach Anywhere Kits
Windows users

After your kit is set up, you can customize your screen arrangement by following the directions below.

1. Navigate to your System Settings by typing the word ‘Settings’ into the search box on your Windows desktop.
2. From your Settings window, click on ‘System’.

2. From here you will see your monitor layout on the screen. At this point you can click and drag these monitors to your desired screen setup.

Next, within Zoom be sure to ‘**enable**’ Dual Monitors and **un-check** ‘Enter Full Screen when Sharing’ by following the steps below:
1. Click the small arrow to the right of ‘Stop Video’. Then click ‘Video Settings’ from the pop-up box that appears.

2. Click the ‘General’ Tab from the options on the left. Be sure that ‘Use dual monitors’ is **checked** and ‘Enter full screen when starting or joining a meeting’ is **unchecked**.

Lastly, be sure to place your webcam on the monitor for which you will be using the ‘Active speaker’ display in Zoom. This will allow your students to see you looking directly at them for person to person interaction.

If you experience an issue where your displays are not showing content, you may have to send a refresh signal on the displays. This is
accomplished by pressing the button on the display to the left of the Power button.