

Instructions for Classroom Technology

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Shriners Wi-Fi information:

Network name: ShrinersGuest

Password: Guest123

QUICK START GUIDE (for more details go to the next pages).

- 1. Find the equipment box on the TV cart.
Open and remove the equipment.**
- 2. Turn on the Mouse and Keyboard.**
- 3. Turn on the Mac Mini.**
- 4. Turn on the TV with remote.**
 - a. The sound comes from the soundbar and starts automatically with the TV.**
 - b. The sound volume is controlled with the TV remote.**
- 5. For flash drives - Insert into a port on the USB hub on the TV cart.**
 - a. Double click flash drive to open.**
 - b. Locate your presentation**
 - c. Double click your presentation to open.**
- 6. Start your slideshow.**

The following pages have more detailed instructions.

Instructions for Classroom Technology

Page	Topic
Pg. 3	TURNING ON equipment
Pg. 4	MAC MINI Home screen
Pg. 5	PRESENTATIONS: Starting and Ending
Pg. 6	TURNING OFF equipment
Pg. 7	TROUBLESHOOTING
Pg. 8	GENERAL STRATEGIES
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TURNING ON EQUIPMENT

1. Find the equipment box on the bottom of the TV cart.
Open and remove the equipment.



2. Turn on the Keyboard.



3. Turn on the Mouse



4. Turn on the Mac Mini



5. Turn on the TV with either TV remote.



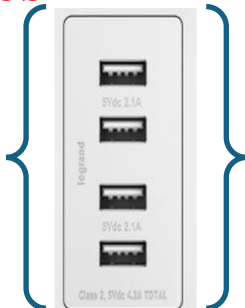
MAC MINI HOME SCREEN

MENU BAR



DOCK

TV CART
(left side on post)
USB TYPE A



MAC MINI (back panel)

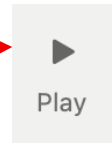
USB type C

USB type A



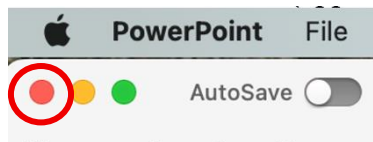
STARTING PRESENTATION

1. Insert your flash drive into one of the ports (see page 4).
2. Double click on the flash drive to open it (upper right corner of the HOME screen)
3. Locate your presentation on the Flash Drive menu and double click on it to open.
4. Start your slideshow
 - a. **PowerPoint** click **Slideshow** on the Menu bar, then click **Play from start**.
 - b. **Keynote** click **Play** on the top of the Keynote window.
 - c. For **PDFs**, click **View** on the Menu bar, then click **Slideshow**.
5. Using a VIDEO or LINK
 - a. The screen switches from the presentation to the video/link.
 - b. When the video/link is finished, click the **ESC** key
 - c. Then click the **RED** circle in the **video or link window** to close.
 - d. The screen switches from the video or link back to the presentation.
 - e. Click the slide to continue your presentation.



ENDING PRESENTATION

1. Click the **ESC** key to exit the slideshow.
2. Click the **RED** circle to close the presentation (takes you to Home screen).



3. Click on the word PowerPoint/Keynote/Preview on the menu bar (top left).
4. Select Quit from the dropdown list
5. After closing the application, if the Flash Drive Menu is open close it.

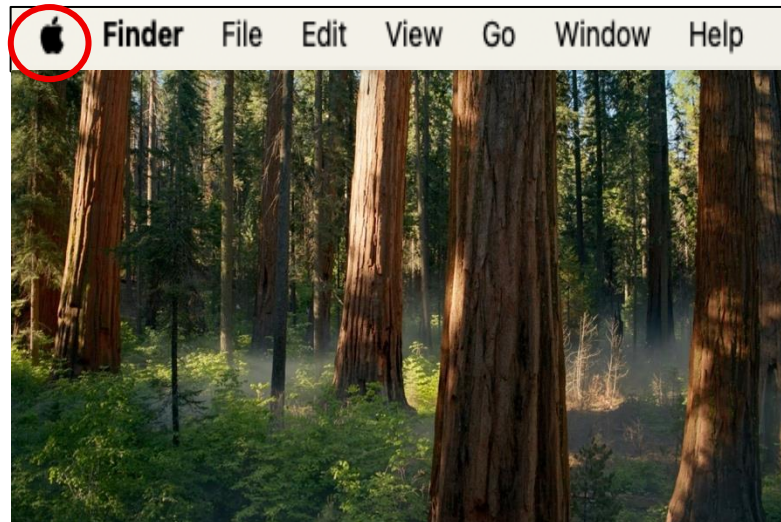


6. **Remove** the Flash Drive
 - a. Click on the Flash Drive and drag it to the Trash icon (on the Dock).
 - b. When the Flash Drive icon disappears, **remove your Flash Drive**.

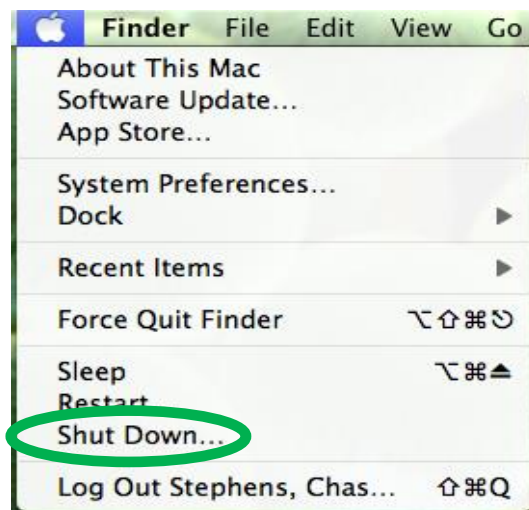
TURNING OFF EQUIPMENT

1. Turn off the Mac Mini:

- a. Click the Apple icon in the upper left corner on the Home screen Menu bar.



- b. Select **Shut Down** not Log Out.



- c. Make sure the light on the front of the Mac Mini is OFF.



2. Turn off Mouse, Keyboard, and TV (see page 3 for details)

- a. Put the equipment back in the box and leave it on the TV cart.
- b. Make sure you have your Flash Drive(s).

Problems and Solutions

Problem:	Solution:
<p>Missing the Mac Mini Start Screen:</p> <ul style="list-style-type: none"> • Icons and/or a dialog box asking for a password appear instead of the Mac Mini Start Screen. • For LG TVs: The TV home screen appears instead of the Mac Mini Start Screen and there is no visible HDMI option. • For the Vizio TV: The TV home screen appears instead of the Mac Mini Start Screen. 	<p>Strategies:</p> <ul style="list-style-type: none"> • Place the cursor in the password dialog box and press “enter.” • Make sure that the Mac Mini is on. Use the TV remote to click on the INPUT icon (looks like an extension cord plug). Click the input button or use the wheel control until HDMI 1 appears. Then click the button in the center of the wheel control. • Make sure that the Mac Mini is on. Use the TV remote to scroll to the HDMI options. Use the direction arrows to scroll to HDMI 1. Click Okay.
<p>Keyboard does not respond.</p>	<p>Charge the Keyboard:</p> <ul style="list-style-type: none"> • Use white cable in the equipment box to connect the Keyboard to Mac Mini. (30 mins.) • Use Mouse to navigate, open apps, advance slides, etc.
<p>Mouse does not respond.</p>	<p>Change the batteries.</p>
<p>Odd things appear on the screen when clicking with the mouse.</p>	<p>Make sure you are clicking with your index finger on the left side of the mouse. (Left Click not Right Click)</p>
<p>TV does not turn on.</p>	<p>Replace the batteries in the TV Remote unit. Or:</p> <ul style="list-style-type: none"> • LG TV: (1) Check that power cord is plugged into wall socket. (2) For manual turn on: Locate red-lit on-off button along center <u>bottom</u> of screen. Carefully press up from bottom. • Vizio TV: Use the On-Off button on the back of the TV in the lower left or right corner.

Presentation problems

Problem:	Solution:
<p>Links do not work.</p>	<p>Activate links:</p> <ul style="list-style-type: none"> • If in PowerPoint or Keynote, go to edit mode, place cursor at end of URL, hit return. Return to slideshow mode try link again. • Or copy URL, paste URL into appropriate address field. • Or open Chrome, enter title of video (or other info); navigate to desired file.
<p>Can't get back to presentation after showing linked material or video</p>	<p>Exit full screen mode: click esc (escape) on keyboard. Locate, click on desired app in Dock.</p>

General Strategies

LLC Policy: The classroom computer equipment belongs to LLC, not the Shriners Center. Please do not ask their employees for technical help. They are NOT our IT support. The best solutions to tech problems are to be prepared and arrive early to test the equipment.

Before the start of the semester:

1. Select a co-coordinator (or a class member) who can run the technology.
2. Ideally, they've been to an Orientation. If not, understanding the Instructions is key.
3. Review the Problems and Solutions on page 7.

Before each class:

- 1. One week before presentation:** Work with the presenter. If they will be using the LLC computer, have them bring their flash drive a week prior (with a page or two of their presentation) to test and ensure their files load and display properly.
- 2. Days before a presentation:**
 - a. Have your presenters email TWO copies of their presentations.
 - 1. Application version (PowerPoint, Keynote, MSWord or Pages)
If the slideshow is in Keynote on a PC, it should be converted to PowerPoint.
 - 2. PDF version - These could be emailed to the group to view on their phones in case there are technical problems.
 - b. Save both files to your flash drive and bring to class.
- 3. Day of a presentation:**
 - a. **Arrive early**, allow time to prepare and set up the equipment.
 - b. Class starting at 10 am, Coordinators should **arrive by 9:30 am**.
 - c. Class starting at 1pm, Coordinators should **arrive by 12:30 pm**.

For each class:

1. **Be prepared** for technical problems (internet down, TV issues etc.).
2. **Create a back-up plan** (i.e. printed material, question sheets, photos or books etc.)
3. **Advise your presenters** to be prepared for technical problems as well.

PRESENTATION files
from Home to Class

1. **Save TWO** copies of your presentation on your computer.
 - a. **First**, save in your **application** (PowerPoint, Keynote, MSWord or Pages)
 - b. **Second**, save in a **PDF** format (avoids any incompatibilities)
 - c. For Google slides or Google docs
 - i. Download slideshow and save as a PowerPoint presentation.
 - ii. Download slideshow again but save as a PDF.
 - d. Request your presenters to email both of their presentations to you.
2. **Copy** both presentations to your **FLASH DRIVE**
 - a. Insert your flash drive, checking the name and the files in it.
 - b. Copy both presentations (app and PDF) from your computer to the flash drive.
3. **Verify** the save to your **FLASH DRIVE** was successful.
 - a. Remove and reinsert the flash drive.
 - b. Test your presentation, checking videos/links, sound etc.

THE END