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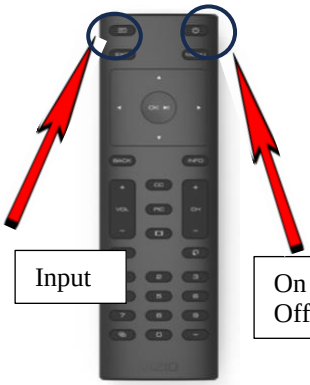
# TV CART COMPONENTS

**TV Monitor**

TV On-Off button,
back side of monitor,
lower left,
or lower right.

**TV Remote**

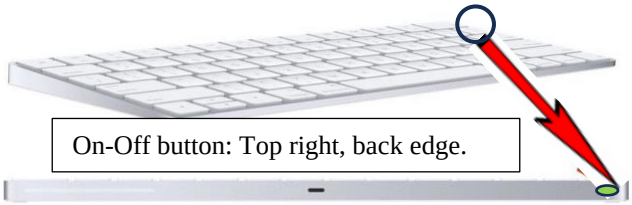


Input

On -
Off

**Mouse**

**Keyboard**



On-Off button: Top right, back edge.

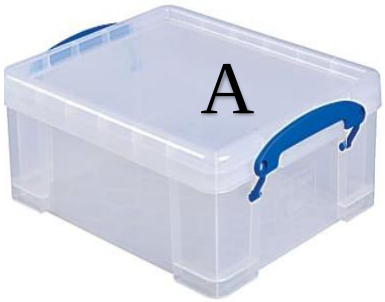
**Mac Mini**

On – Off Button
(Back Right Corner)

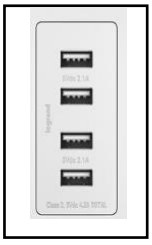
On – Off Light
(front lower right)

# START UP EQUIPMENT

1. Check the letter on the Mac Mini in your classroom.




2. Go to storage room in Classroom #7, get the clear plastic box with the corresponding letter.
3. Take the box to the classroom and open it.
    a. Take out the Mouse, Mouse pad, Keyboard, and TV remote.
    b. **Turn on** the **Mouse** and **Keyboard**.
    c. **Turn on** the **TV** with the remote or with the Button in the back.
    d. **Turn on** the **Mac Mini**: Press and release the ON button in the back right corner of the Mac Mini. (May take 2 min until screen appears)
4. Turn on Speakers, if using audio.
5. Insert your flash drive(s) into the vertical USB hub on side of TV cart post or into the USB-C ports on the back of the Mac Mini.



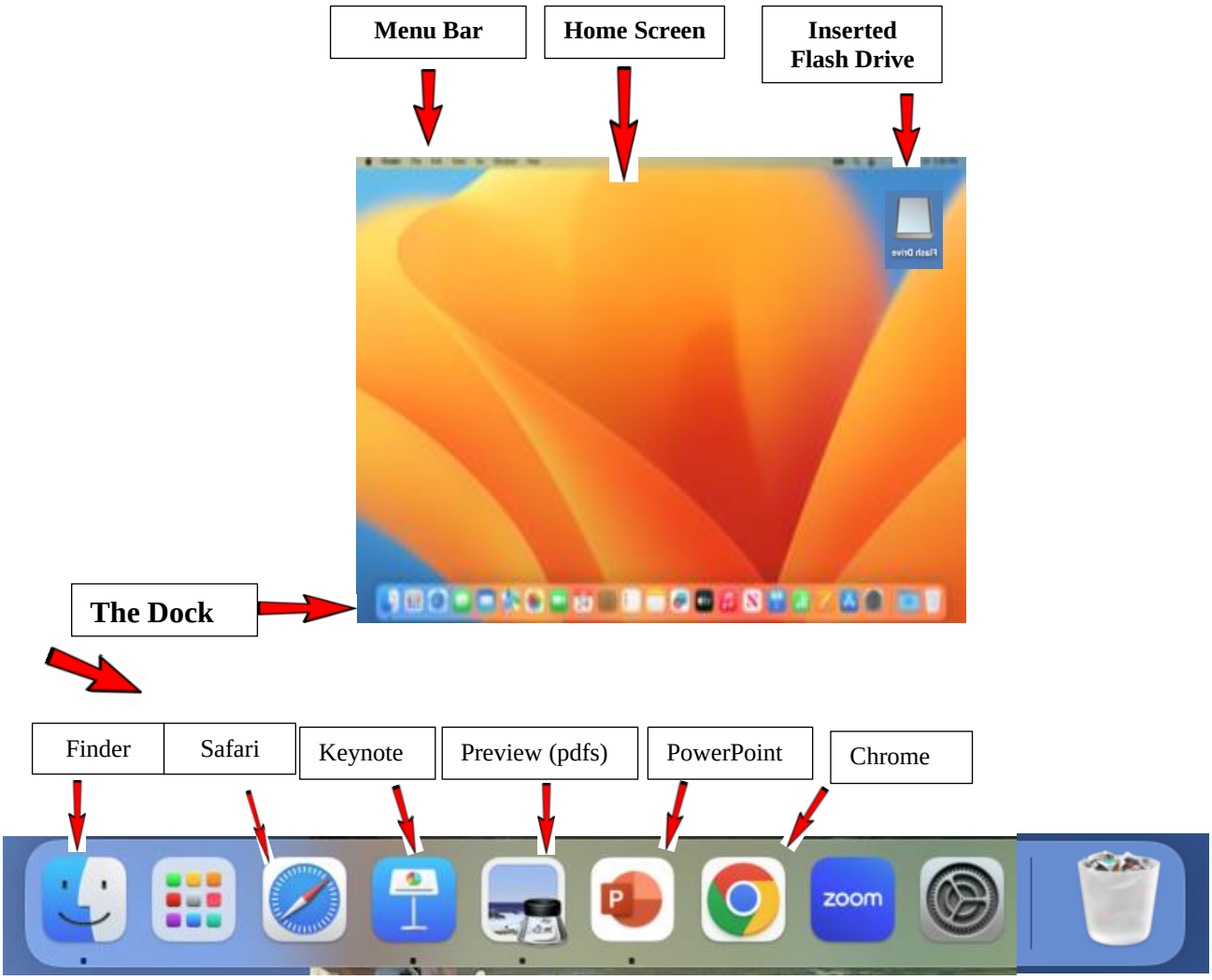
USB type A Hub on TV cart post

Mac Mini: Back

Two flash drive ports: USB type C

Two flash drive ports: USB type

# MAC MINI HOME SCREEN



## DISPLAY OF PRESENTATION FILES

1. Locate flash drive icon (top right corner of screen). Double click to open.
2. Find your presentation and double click to open and display.
   - For PowerPoint and Keynote: Proceed to slideshow mode.
   - For PDFs (Preview app): Click on the **View** Menu and select **Slideshow**

**Note**: Linking to a video takes you to a different screen display. To return to your presentation,

1. Click the **esc** key on the keyboard.
2. Then click the icon in the Dock that matches your presentation app.

## END PRESENTATION

1. Click on the **RED** button in upper left of window of your presentation app.
2. To SAFELY eject the Flash Drive…
   a. RIGHT click on the Flash Drive icon, then click on **Eject**.
   OR
   b. Drag the Flash Drive icon to the Trash icon in the Dock.
   c. When the Flash Drive icon disappears, it's safe to remove your Flash Drive.

## SHUT DOWN COMPONENTS

1. **Close all OPEN apps,** except "Finder**."** (Open apps have a black dot under their icon in the dock).
   a. Right click on each app icon in the Dock with *a black dot beneath it* (but not the Finder).
   b. Click on **Quit** in the popup menu for the app.
   Or
   c. Click on the click on the name of the app in the tab in the upper left corner of the screen and select "Quit . . ." from the drop-down menu.

2. **Shutdown Mac Mini**:
   a. Click on the Apple icon in the upper left corner of the Menu bar
   b. Select **Shut Down (*not* Log Out).**
   c. Observe that the light on the front of the Mac Mini has turned off.
   d. Do not touch the on/off button on the housing.

3. **Turn off Mouse, Keyboard,** and **TV**, and put equipment in the plastic box.
4. Turn off Speakers, if used.
5. Ensure you have your Flash Drive(s)
6. Return plastic box to storage room in Classroom 7.

# TROUBLESHOOTING

## a. General Troubleshooting Strategies

**LLC Policy:** The classroom computer equipment belongs to LLC and NOT to the Temple. The Temple employees are NOT our IT support. Please do not ask Temple employees for tech help. *The best solutions to tech problems are for you to be prepared and take steps ahead of time to minimize disruptions.*

**Before the start of the semester**:

1. Have a co-coordinator (or a class member) who can run the technology.
2. Make sure that person has attended the Coordinator's Technology Orientation.
3. Review the rare problems and solutions listed in the table on the next page.

**Before each class:**

**1.** Have the presenters email a copy of their presentation to you in its original format AND as a pdf. Save this to your flash drive and bring it to class. Consider emailing the pdf to the class members. If all else fails, they could view the pdf on their phones during class.

Note: If the slideshow is in Apple Keynote but you use a PC, the presenter should convert the show to PowerPoint before emailing it to you.

**3. Arrive early,** allowing time to prepare and set up the technology.

a. Coordinators whose class starts at 10am should **arrive by 9:30 am**.
b. Coordinators whose class starts at 1pm should **arrive by 12:30 pm**.

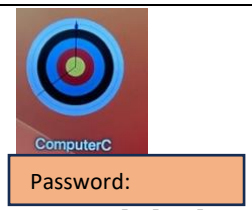
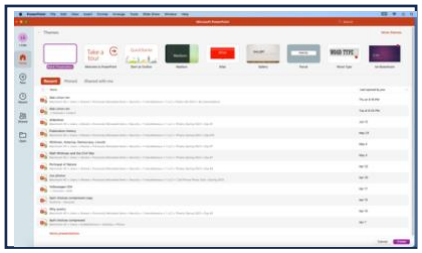
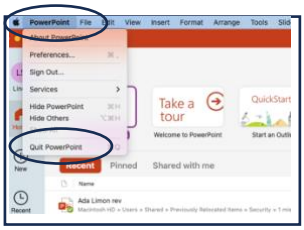
**For each class**:

1. **Have a back-up plan** to conduct the class without access to the technology.
2. Most presentations and discussions can be adapted to a simpler format, perhaps using printouts, question sheets, photos in books or downloaded and printed etc.
3. Urge presenters to be prepared in this manner.

**After each class**:

1. Report ANY problem to the Technology Committee at: **TechChairLLC@gmail.com**.

## b. Startup Problems

| Problem: | Solution: |
|---|---|
| Missing Start Screen Display:<br>Icons instead of Start Screen<br> or | **Click on appropriate icon**.<br>• ComputerA or<br>• ComputerB or<br>• ComputerC or<br>• ComputerD<br>  <br>**If a Password is requested, or an empty dialog box appears,** <u>place the curser in the password dialog box and press "enter."</u> |
| Missing Start Screen Display:<br>Instead, a PowerPoint or another app is on screen.<br>  | Close the app.<br>• Click on app name in upper left corner.<br>• Select "Quit"<br>  |
| Keyboard does not respond. | Charge the Keyboard:<br>• Use white wire in plastic box to connect Keyboard to Mac Mini. (30 mins.)<br>• Use Mouse to navigate, open apps, advance slides, etc. |
| Mouse does not respond. | Change the batteries. |
| Odd things appear on the screen when clicking with the mouse | Make sure you are clicking with your index finger on the left side of the mouse. (Left Click not Right Click) |
| TV does not turn on. | Replace the batteries in the TV Remote unit.<br>Or<br>Use the On-Off button on the back of the TV in the lower left or right corner. |

## c. Presentation Problems

| Problem: | Solution: |
|---|---|
| Links do not work. | Activate links:<br>• If in PowerPoint or Keynote, go to edit mode, place cursor at end of URL, hit return. Return to slideshow mode try link again.<br>• Or copy URL, paste URL into appropriate address field.<br>• Or open Chrome, enter title of video (or other info); navigate to desired file. |
| Can't get back to presentation after showing linked material or video | Exit full screen mode.<br>Locate, click on desired app in Dock. |

# Appendix

## How to Safely and Reliably Get your Slideshow from Home to Class

1. **Create** and **Save** presentation on YOUR COMPUTER.
    a. For PowerPoint, Keynote, MSWord and Pages
        i. Save the presentation on your computer.
        ii. Save it again, but as a **PDF** to prevent incompatibilities.
    b. For Google slides or Google docs
        i. Download slideshow as a PowerPoint
        ii. Download slideshow again, but as a PDF.

2. **Review** your FLASH DRIVE
    a. Insert the flash drive and check the name of it.
    b. Open the flash drive and check the files in it.

3. **Rename** the FLASH DRIVE, if necessary.
    a. We suggest using your last name and date to prevent any confusion.

4. **Save** presentations to the FLASH DRIVE.
    a. Save BOTH the presentation in its original format AND the PDF.

5. **Verify** the save to the FLASH DRIVE was successful.
    a. Remove the flash drive SAFELY (the icon is no longer on the screen).
    b. Re-insert the flash drive.
    c. Verify the name of the flash drive
    d. Open the flash drive and verify the presentations are there.

6. **Test** the presentation, **from the FLASH DRIVE**.
    a. Open the presentation on the FLASH DRIVE.
    b. Practice entire presentation. Check the links and sound if applicable.

7. **Successful?**
    a. If yes, close the presentation and remove the flash drive SAFELY.
    b. If no, go back thru steps 1 – 7 carefully and try again.

8. **Presenter's presentations**.
    a. Request their presentations by email (in its original format and PDF).
    b. Follow the steps above, 1 – 7, for their presentation.