PRESENTATION FILE(s) from HOME to CLASSROOM

AT HOME…
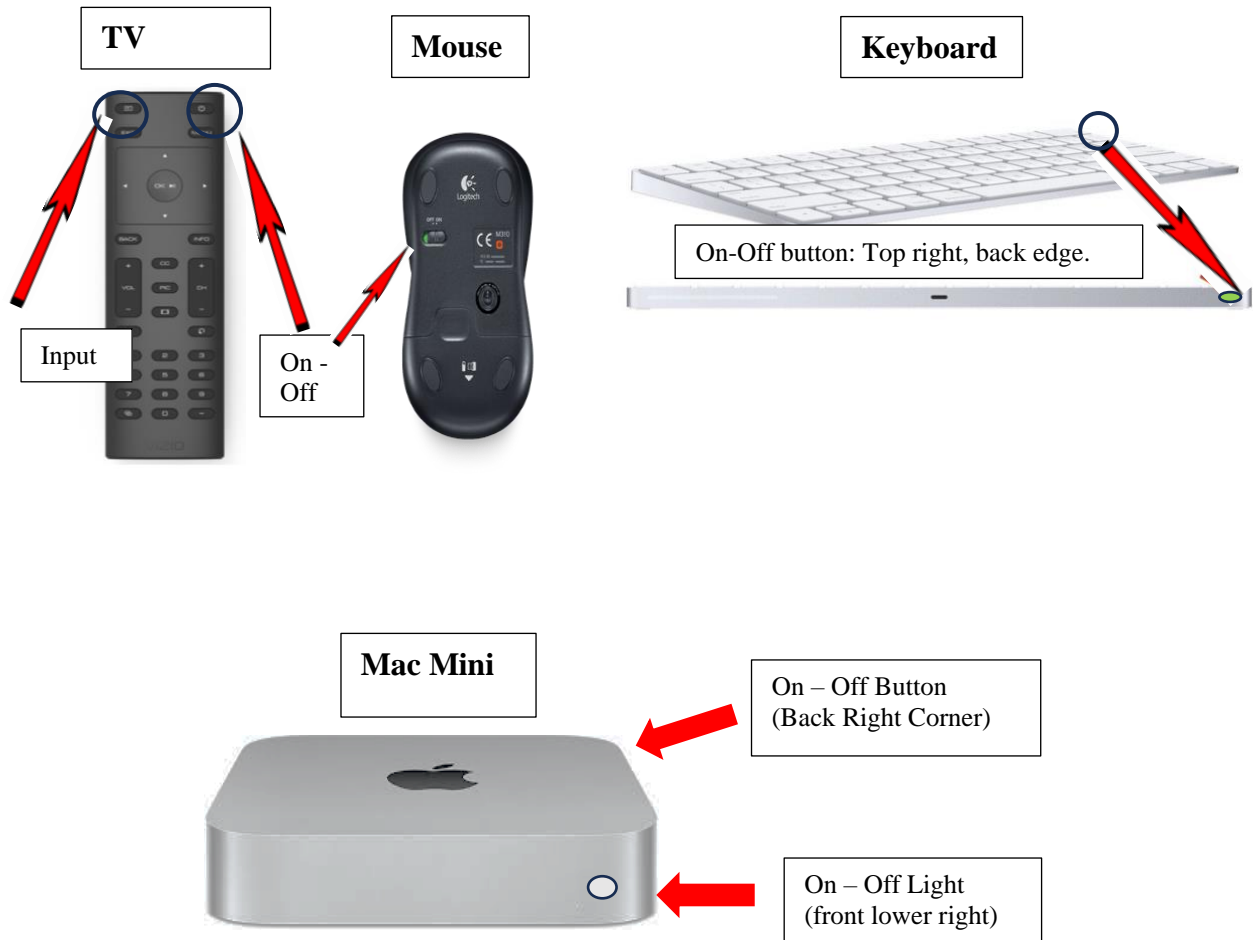

PowerPoint, Keynote, MSWord, Pages
1. Save your slideshow, presentation, or document to a flash drive.

Google Slides and Google Docs
1. Download and convert your slideshow to PowerPoint or PDF.
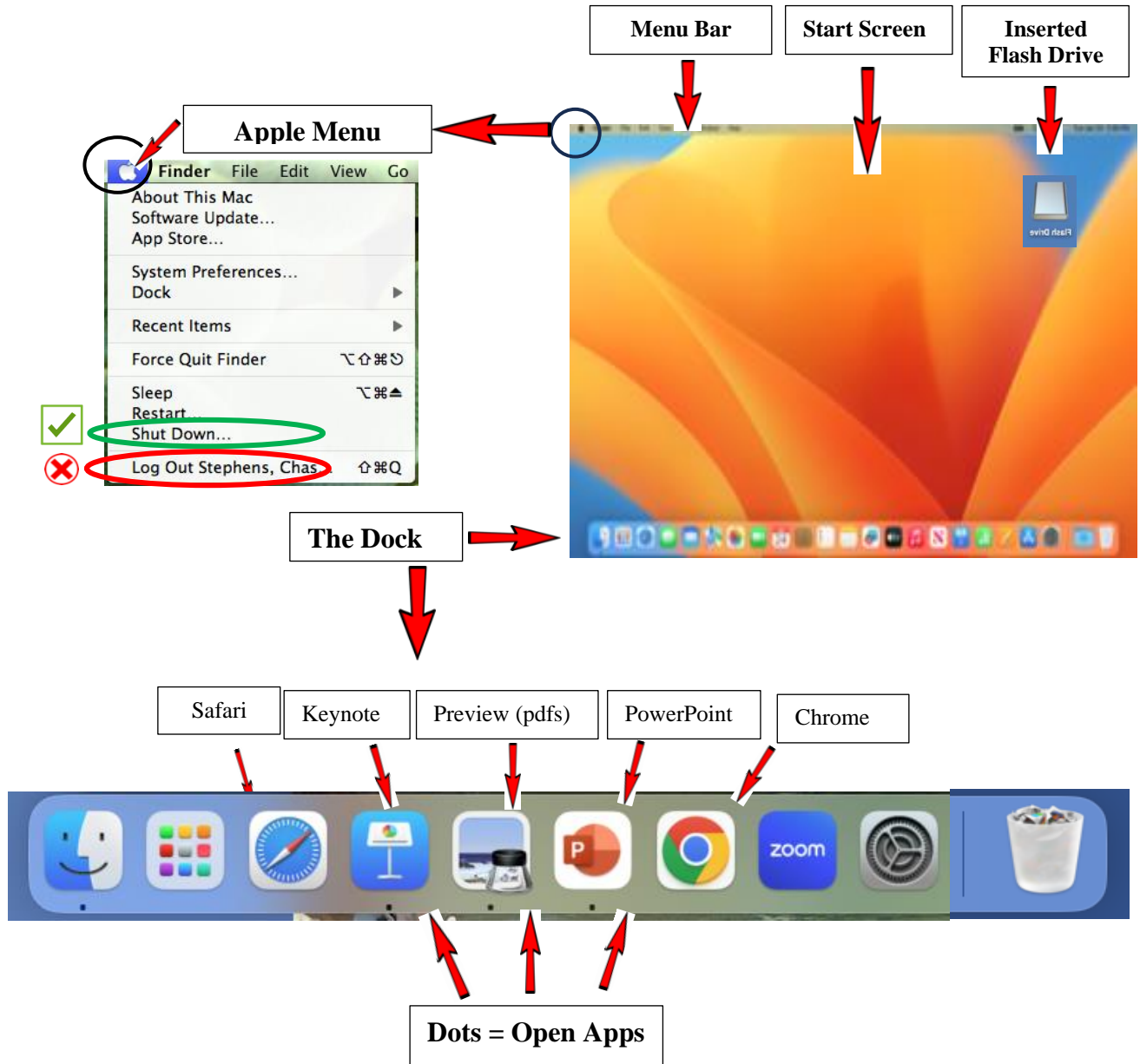2. Save your slideshow to a flash drive.

MAC MINI: IMPORTANT ELEMENTS

TV

Mouse

Keyboard

On-Off button: Top right, back edge.

Input

On - Off

Mac Mini

On – Off Button
(Back Right Corner)

On – Off Light
(front lower right)

MAC MINI: IMPORTANT ELEMENTS

Menu Bar

Start Screen

Inserted Flash Drive

Apple Menu

Finder   File   Edit   View   Go
About This Mac
Software Update...
App Store...

System Preferences...
Dock

Recent Items

Force Quit Finder

Sleep
Restart...
Shut Down...
Log Out Stephens, Chas...

Flash Drive

The Dock

Safari

Keynote

Preview (pdfs)

PowerPoint

Chrome

zoom

Dots = Open Apps

MAC MINI: OPERATING PROCEDURES

Start Up Equipment

1. Check the letter on the Mac Mini in your classroom.
2. Go to storage room, 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**. It may show "HDMI-1…" until the Mac Mini is started.
   d. **Turn on** the **Mac Mini**: Press the ON button (may take 2 min until screen appears)
4. Turn on Speakers, if using audio.
5. Insert your flash drive(s).

Display on TV of Presentation Files on Flash Drive

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 OUT of Presentation mode. To return to your presentation
1. Click the **esc** key.
2. Then click the icon in the Dock that matches your presentation app.

End Presentation and Eject Flash Drive

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.
   b. Then click on **Eject**.
   c. When the Flash Drive icon disappears, it's safe to remove your Flash Drive.

MAC MINI: OPERATING PROCEDURES

Shut Down Equipment

1. **Close all OPEN apps,** except Finder (they have a black dot under their icon in the dock).
   a. Right click on each app icon in the dock that has a black dot beneath it.
   b. Click on **Quit**.

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 return equipment to 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.
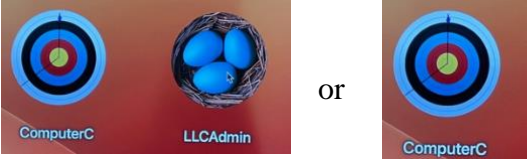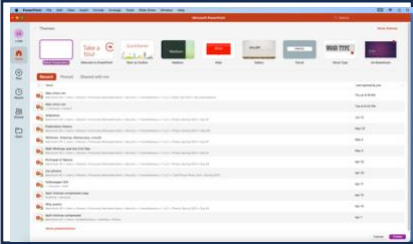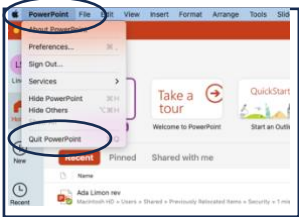
Mac Mini: Troubleshooting

a. General Troubleshooting Strategies

The most common problems that Coordinators may encounter are addressed in the table on the next page, along with solutions that usually solve the problem. Please note, however, that other problems may occur when using technology. *The best solutions are for you to be prepared and take steps ahead of time to minimize disruptions.*

- **Before the start of the semester**: Have a co-coordinator (or identify a class member) who will be able to run the classroom technology equipment. Make sure that person attends the Tech Orientation.

- **At the start of each semester:** Explain to your class if you and they will use the classroom technology. Also explain the following:
  o The classroom technology belongs to LLC and not to the Temple. Therefore, Temple employees have nothing to do with our equipment, and we do not pay the Temple for IT support. Explain that you will not ask Temple personnel to solve a technology problem.

- **Before each class:**
  o Arrive early to have time to set up the technology. Coordinators whose classes start at 10 am should arrive by 9:15. Coordinators whose classes start at 1 pm should arrive by 12:15 pm.

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

- **After the class**: Report <u>each</u> problem you encounter to the Technology Committee. Send an email to: TechChairLLC@gmail.com

b. Startup Problems

Problem:	Solution:
Missing Start Screen Display: Icons instead of Start Screen or	Click on appropriate icon. • ComputerA or • ComputerB or • ComputerC or • ComputerD
Missing Start Screen Display: PowerPoint or another app on screen. 	Close the app. • Click on app name in upper left corner. • Select "Quit"
Keyboard does not respond.	Charge the Keyboard: • Use white wire in plastic box to connect Keyboard to Mac Mini. (30 mins.) • Use Mouse to navigate, open apps, advance slides, etc.
Mouse does not respond.	Change the batteries.
TV display does not show "HDMI 1" and stays black.	Use remote to select "HDMI 1." • Press Input button. • Use arrow keys to scroll and select HDMI 1. • Press "Okay."
TV does not turn on.	Replace the batteries in the TV Remote unit. 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: • If in PowerPoint or Keynote, go to edit mode, place cursor at end of URL, hit return. • Or copy URL, paste into URL address field. • 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	Locate, click on desired app in Dock.