

# Set Up Instructions Greenlaw 225

## Video Conferencing System:

### Take Out Gear from Bag (5 Items):

- Logitech Speaker Microphone
- LED TV Remote (larger black remote)
- Webcam Remote (small Silver remote)
- Mouse
- Keyboard

### Turn On Mouse, Keyboard, TV & Computer:

- Turn on keyboard (power on button on the upper right corner)
- Turn on mouse (turn over mouse and look for power on button)
- Point TV remote to TV and turn on (should see Mac desktop)
- If No Mac desktop appears:
  - On TV remote, top right 'Input' button, select HDMI-3(side)
  - Check Mac is turned on (behind TV on left Side, power button)
- *No password to log into computer; just click Greenlaw icon*

### Plug In Speaker Microphone:

- Take speaker/mic and plug in cable that is on the table (make sure the plug has the flat side facing up (arrow icon); plug in slowly; do not force)
- Plug is located on side of speaker/mic; speaker/mic should turn on

### Check Computer & TV Settings:

- Use mouse on desktop, go up to 'Apple' icon then; 'System Preferences'
- Click 'sound' icon
- Click 'output' button; set to 'ConferenceCam CC 3000e'
- Click 'input' button; set to 'ConferenceCam CC 3000e'
- Take TV Remote and put song volume to zero

### Check Skype Settings:

- Open Skype and log into 'unc-engl-cmpl' account
- Password for this account is greenlaw11
- Go to 'Skype' then to; Preferences' and click 'Audio/Video' icon

- Microphone/Ringing/Speakers should be 'ConferenceCam CC 3000e'
- Set video to 'ConferenceCam CC 3000e'; should see yourself
- Webcam remote: zoom in/out ('+' '-' buttons) & move camera (arrows)
- In Skype contact page, click 'add' button to find and add skype contact

Turn Off System:

- Use TV remote to turn off monitor and turn off keyboard and mouse
- Put all equipment in bag and return to main office, front desk