

AV Cart Technology Instructions:

Use the Mac (Mac OSX):

- Make sure Mac is turned on. The Mac is mounted on the cart.
- Make sure network cable on back of Mac is plugged into a network port on wall.
- You must use the wireless keyboard and mouse to control the PC.
- Make sure the mouse and keyboard are turned on.
- Use TV remote to turn screen on.
- Use TV remote and push '**Input**' button, select '**Input 1**', use circle buttons.
- Log on to Mac with local department username and password (ask Tracey).
- Use TV remote or Mac volume if you need to raise volume.
- Log out when finished.

Use Video Conferencing:

- Video conferencing is used with Mac on cart.
- Use any type of video conferencing software such as Skype or Zoom.
- Do not touch webcam. It will wake up and adjust when you log into Skype.
- Use webcam remote to control camera position to zoom in and out.
- Use webcam remote to control speaker/mic volume.
- Test audio and video settings in Skype (tools, options, audio & video settings).
- Log out when finished.

Connect Your Laptop to Screen with Cable:

- Behind the screen there is an HDMI cable.
- Connect either the HDMI connection or MiniDisplay Port connector to your laptop.
- The adapter works on both a Mac and PC laptop.
- Turn laptop on.
- Take TV remote and push '**Input**' button, select '**Input 2**', use circle buttons.
- Your laptop should be on one of the UNC WiFi networks (Eduroam, PSK or Guest PSK).

Shutting Down:

- Log out of Mac
- Turn off monitor with remote
- Place keyboard, mouse and remotes in check out box.
- The camera will turn off by itself.
- Return box to main office.

Problems?

Contact Tracey in main office.