Setting up the display carts
1. Position the carts in room as desired. **DO NOT MOVE/ADJUST THE CARTS USING THE TV SCREENS. THIS WILL BREAK THEM.** Instead, move the carts using the metal support in the center of the cart, or by using the metal shelf extending from the cart.

2. Plug the cart's power cord into the nearest wall outlet. If any cords present a tripping hazard, cover them using the Velcro cable covers.

Connecting the carts
1. From Cart #1, find the HDMI and audio cables labeled "**HDMI to TV #2**" and "**Cable to speaker #2**" respectively.

2. Neatly run the cables to the location of Cart #2, to minimize tripping hazards.

3. Plug the HDMI cable into the back of Cart #2's TV. Use the port with the matching "**HDMI to TV #2**" label.

4. Plug the audio cable into the back of the **JBL speaker 2** positioned at the base of Cart #2. There is a matching "**Cable to speaker #2**" label near the port.

5. Cover any exposed cables that pose a tripping hazard with the Velcro cable covers.

Powering on the TVs and Mac Mini
1. Power on and off the TVs using the Samsung remote located on the metal shelves. One remote can control both TVs.

2. If you want to use the Mac Mini on Cart #1, press the power button on the back-right side of the computer. The power button is not visible, so you'll have to feel for it.

3. **Remember to shut down the Mac Mini before unplugging the cart.** You can do this by pressing the Apple logo located at the top left of the screen and select shutdown.

Using the Mac Mini, and hosting Zoom meetings with it.
1. Locate the wireless keyboard and mouse for the Mac Mini
2. If the devices are not responding make sure the keyboard and mouse are both turned to the “on” position.
3. Log into user Royce 306 (there is no password set for this user account)
4. Once logged into the Mac Mini open the Zoom application and log in using your user account.
   a. Be sure the previous user is logged out before starting or joining a meeting!
5. Zoom audio settings should be set as such
   a. Microphone: MG-XU
   b. Speakers: Samsung
6. Webcam should be :PTZ Pro 2
7. If the image appears blurry, be sure the check the box for “HD” in your Zoom video settings.
8. For information on setting up the webcam and microphones, see the sections below titled “Logitech webcam setup” and “Shure microphones”.

Using laptop with cart set up
1. Switch the input of the USB switcher (UGREEN) located on cart 1 to input 2
2. Switch the input of the KanexPro HDMI switcher to input 2
3. Locate the White apple HDMI adapter located by the Mac Mini
4. Plug HDMI port into existing laptop then run the other side of the cable into the Apple HDMI adapter.
5. Zoom audio settings should be set as such
   a. Audio Mic: MG-XU
   b. Speakers: Samsung
6. Make sure to select the PTZ Pro 2 camera as your laptop webcam may be selected
7. If the image appears blurry, be sure the check the box for “HD” in your Zoom video settings.

Logitech webcam setup
1. Place the tripod and webcam where you want in the room.
2. Plug the webcam into the nearest power outlet
3. Plug the USB cord of the webcam into the USB extension (Both Ends of cables should be labeled webcam)
4. Cover any loose cables with the Velcro cable covers to minimize tripping hazards.

Shure microphones

1. **Shure handheld mics**
   - Turn mic on by pressing down on the power button located in the center of the microphone handle. The light above the power button will illuminate green when powered on.
   - Hold down the button to turn off microphone.
   - If the microphone does not power on, the batteries may be dead. Twist the lower part of the microphone to unscrew the case and access the AA batteries.

2. **Shure Clip on Mic**
   - Turn the mic on by flipping the switch located on top of the transmitter to the “on” position. The light beside the power switch will illuminate green when powered on.
   - Flip the power switch to the “off” position when done using the microphone.
   - If the microphone does not power on, the batteries may be dead. Pull the lower part of the transmitter case toward you to open the battery compartment.