HOW TO use the Flat Screen TV/Macmini set-up

1. Reserve one of the TV carts in the VRC, room 1107. They are numbered #1, 2, 3, and 4.
2. Pick up the cart at your reservation time, either in studio or from the VRC.
3. Plug in the cart using the yellow power cord on the bottom shelf.
4. The TV is turned on by the power switch on the right side of the TV.
5. Will you be using a flash drive with the macmini attached to the cart? Go to step 6.
   Will you be using your own laptop? Go to step 12.
6. Press the source button on the side of the TV – options will show up on the TV screen. Keep pushing the source button until you get to HDMI 1.
7. Turn on the Macmini by pressing the power button on the corner of it.
8. Turn on the wireless mouse by turning it over and sliding the power button down. A green light will come on.
9. Turn on the wireless keyboard, which is attached to the back of the TV. You turn it on by pressing in the round button at either end.
10. Once the macmini is turned on, you will have to choose the mac or pc platform. If you wait and do nothing, the default is to open the mac side. Username: Graphics Password: lab145
11. You can find wireless internet access in the dock, and you will need your University Username and Password to log on.
12. If you are connecting your own laptop, use the VGA cable that is labeled PC Computer and attach it to your computer’s VGA port. If you have a Mac, you will need an adaptor, also known as a dongle.
13. Press the source button until ‘computer’ appears. Turn on your computer if you have not done so already.
14. You should be good to go.
15. At the end of your class, shut down the computer, turn off the TV, the mouse, and return the keyboard to the back of the TV. Unplug the yellow power cable, wrap it up, and return the TV cart to where you found it – the VRC, or studio space.