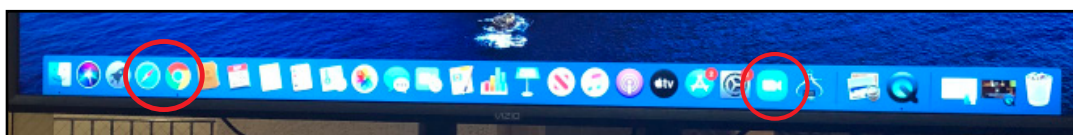
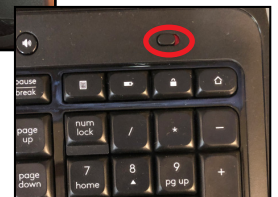


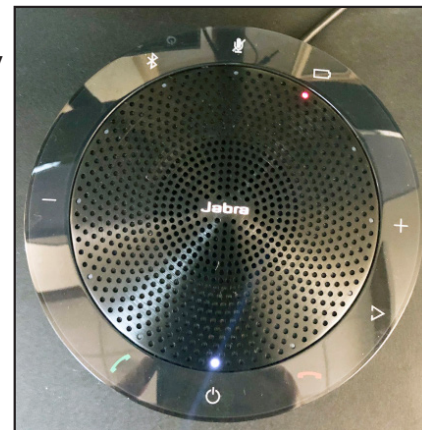
TV SET UP

1. Locate the TV stand in (or move it to) the room. Make sure unit is plugged into a power source.
2. Find the remote to turn on the television and turn it on.
3. Locate the Apple TV box (possibly under other components) on the cart.
4. Turn the Apple TV box on using the power button on the back right corner. A small light will light up on the front right corner of the Apple TV box once it powers up.
5. After you turn on the Apple TV, it should automatically come up on the TV screen. If it does not, use the TV remote to find the correct source using the "Input" button.
6. Locate the keyboard and mouse. Turn each of them on (off/on on the mouse & red/green on the keyboard).
7. At the login screen, click "FPC Mini" and enter the password (fpctusc2020).
8. Click the icons along the bottom to open the appropriate program (such as Safari or Chrome for browsers or Zoom for Zoom meetings).



Notes:

- The camera for Zoom meetings is located on top of the TV.
- There is a wireless microphone/speaker that you can place towards the middle of the room so that others can participate. It is round. Hold your finger down on the power symbol. As the power comes on, you will see it light up. If power is low, plug it in to a USB port (on the back of the TV if you don't have another nearby).
- If any notifications pop up from Apple while using the device (updates, messages, etc), click "Later" and then notify Suzanne Cornett at scornett@fpctusc.org.



Zoom Notes:

We recommend using the Jabra wireless microphone/speaker unit for group gatherings as it picks up and projects audio better than the television or iMac speaker/microphones.

1. Unplug the Jabra microphone/speaker (pictured above) from the charger (iPad style charger) and then plug it back in.
2. The power light will come on on the unit. Hit the power button then the bluetooth button. The speaker will then say "connected."
3. Start/connect to your Zoom meeting.
4. Choose "test audio" or click to change your audio source once you connect. Make sure that you are connected to Jabra SPEAK 510 USB. If you are not connected, choose that option from the dropdown menu. If it does not show up in the dropdown menu, repeat steps 1 & 2.
5. Adjust volume as needed

When finished...

1. Close all of the programs you were using. Be sure to log out of any email or other personal accounts you accessed.
2. Click the Apple icon in the top left corner of the screen.
3. Choose "Shut Down."
4. Click "Shut Down" again in the pop up window.
5. Turn off the mouse and the keyboard.
6. Turn off the TV.
7. If applicable, unplug and wrap cord up on the back of the TV stand and return to the room where you found it.