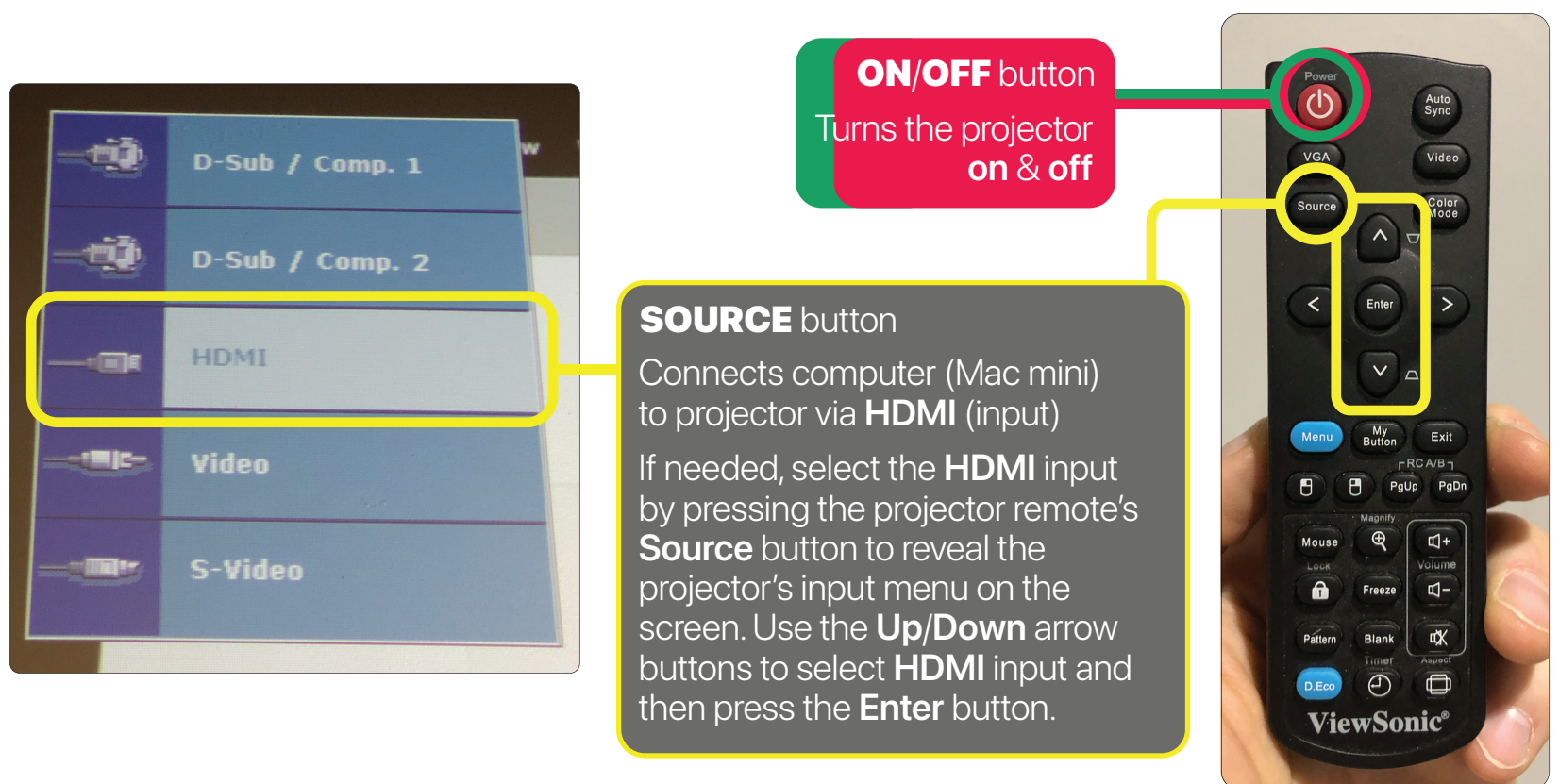# N200 / Lecture Room | Help Sheet
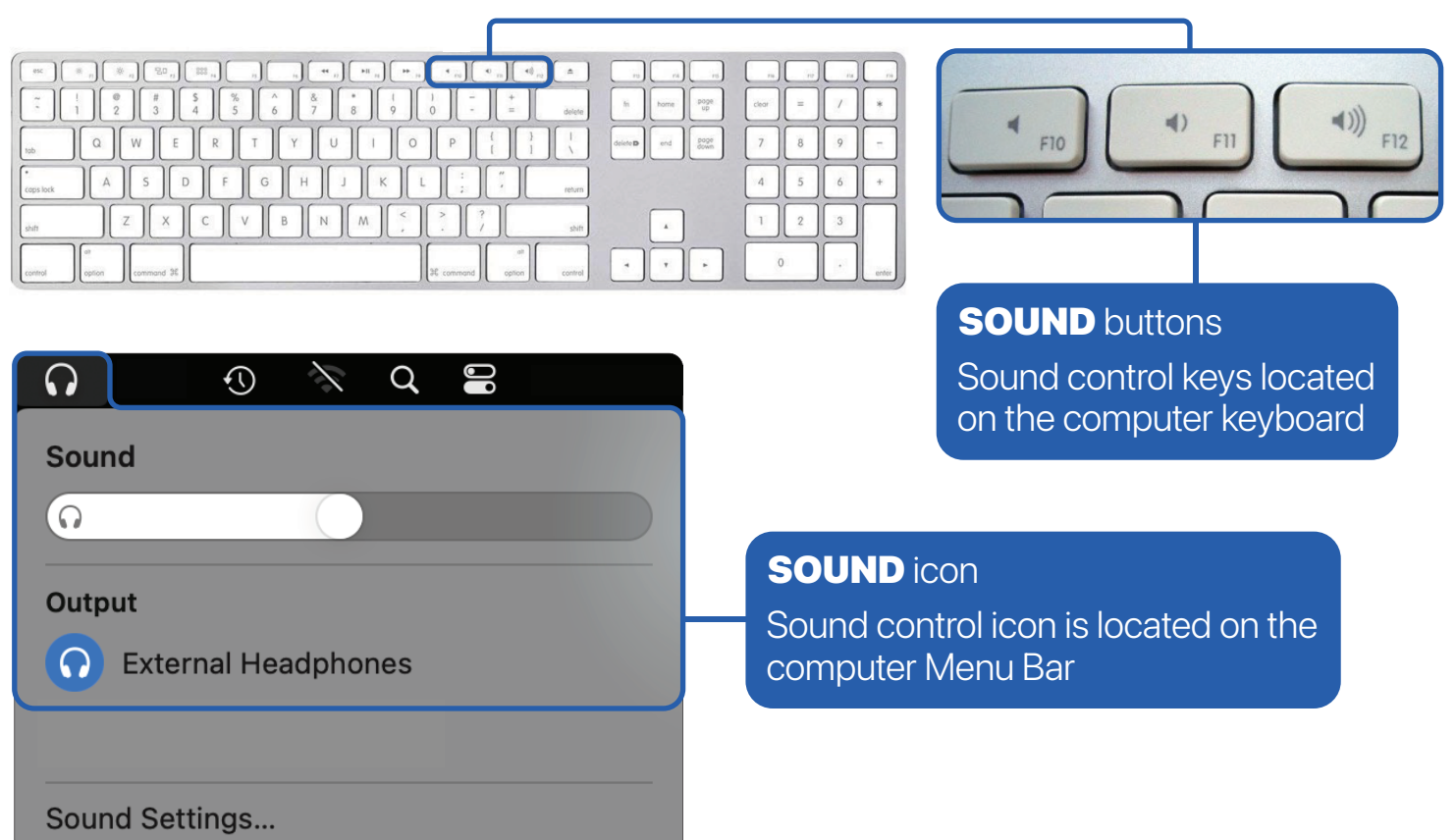
Instructions on how to use the **N200** / **Lecture Room** cart's computer, a/v equipment, connected cables, etc.

① PROJECTOR & SOUND Settings

Projector:

🟢 To **turn on** the projector, press the **ON**/**OFF** button on the remote

🔴 To **turn off** the projector, press the **ON**/**OFF** button on the remote **twice**

    🔴 Please remember to **turn off** the projector before leaving the room

    🟡 It's best to stand directly 4-6 feet in front of the projector and point the remote directly at it when turning it **ON**/**OFF**

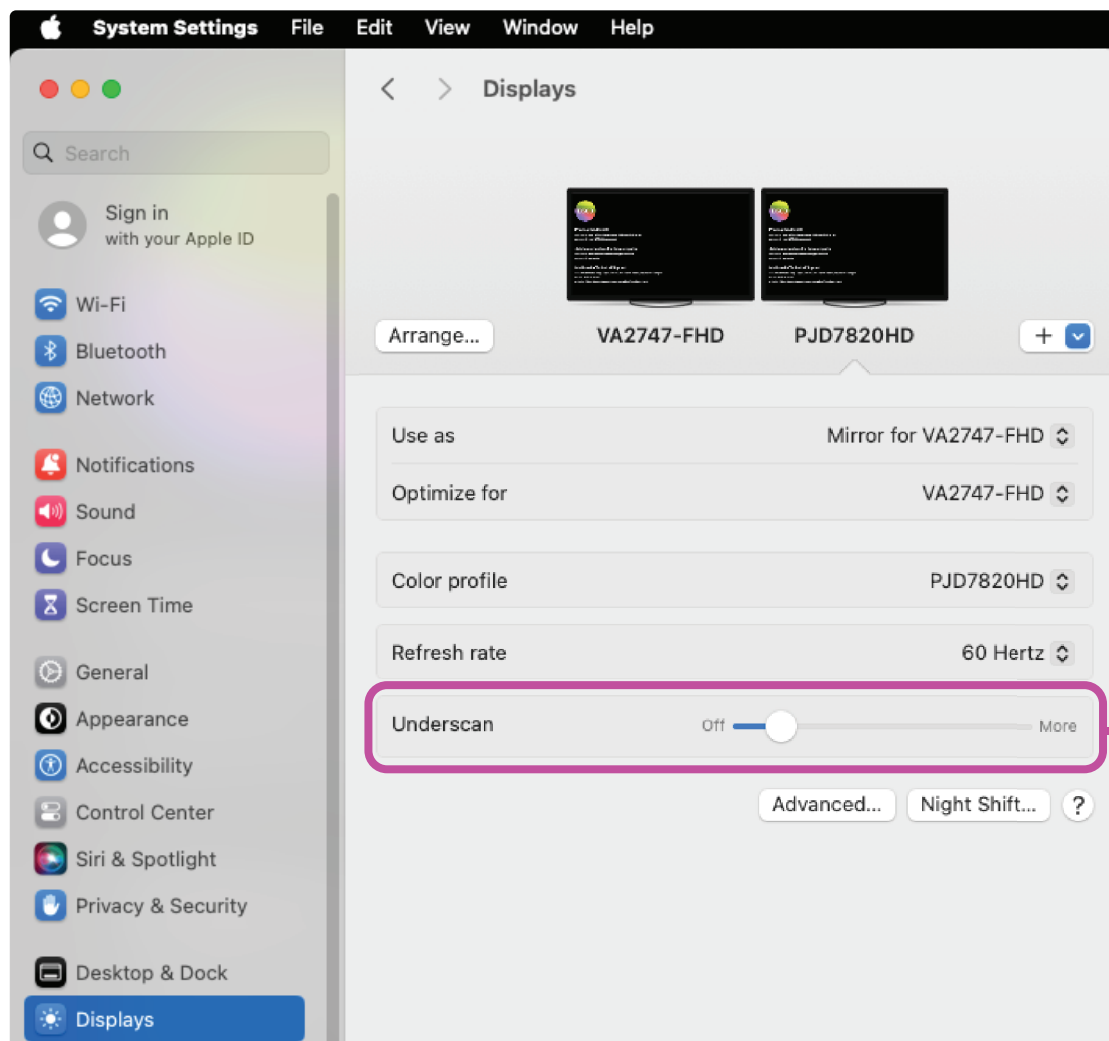⚫ If needed, press the **SOURCE** button and select input **HDMI** to connect the Mac mini to the projector

ON/OFF button
Turns the projector **on** & **off**

SOURCE button
Connects computer (Mac mini) to projector via **HDMI** (input)

If needed, select the **HDMI** input by pressing the projector remote's **Source** button to reveal the projector's input menu on the screen. Use the **Up/Down** arrow buttons to select **HDMI** input and then press the **Enter** button.

Sound:

🔵 Use the **sound controls** on the **keyboard** or in the **Menu Bar** to adjust the **Mac mini's** outputted volume level

SOUND buttons
Sound control keys located on the computer keyboard

SOUND icon
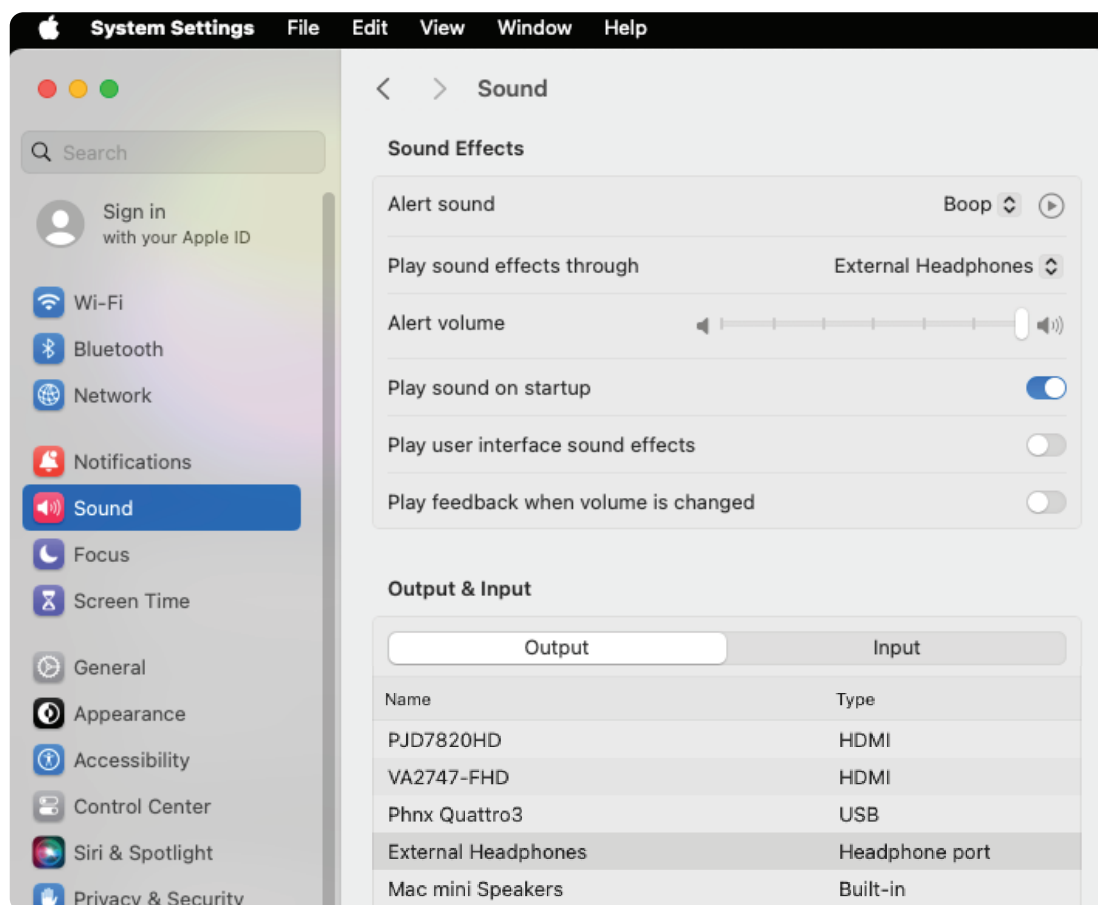Sound control icon is located on the computer Menu Bar

② System Settings | Mac mini (computer)

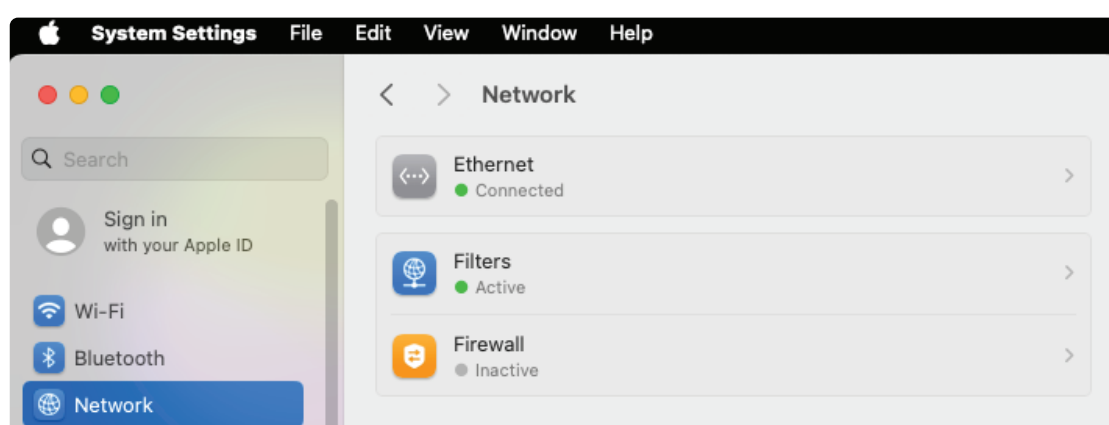Check: ● **VIDEO:** > System Settings > Display > PJD7820HD (Mirror/Optimize for VA2747-FHD)

Fix Under/Overscan

To fix **Under/Overscanning** of the projected image, go to **System Settings** > **Displays** and use the **Under/Overscan** slider to properly fit the computer's image

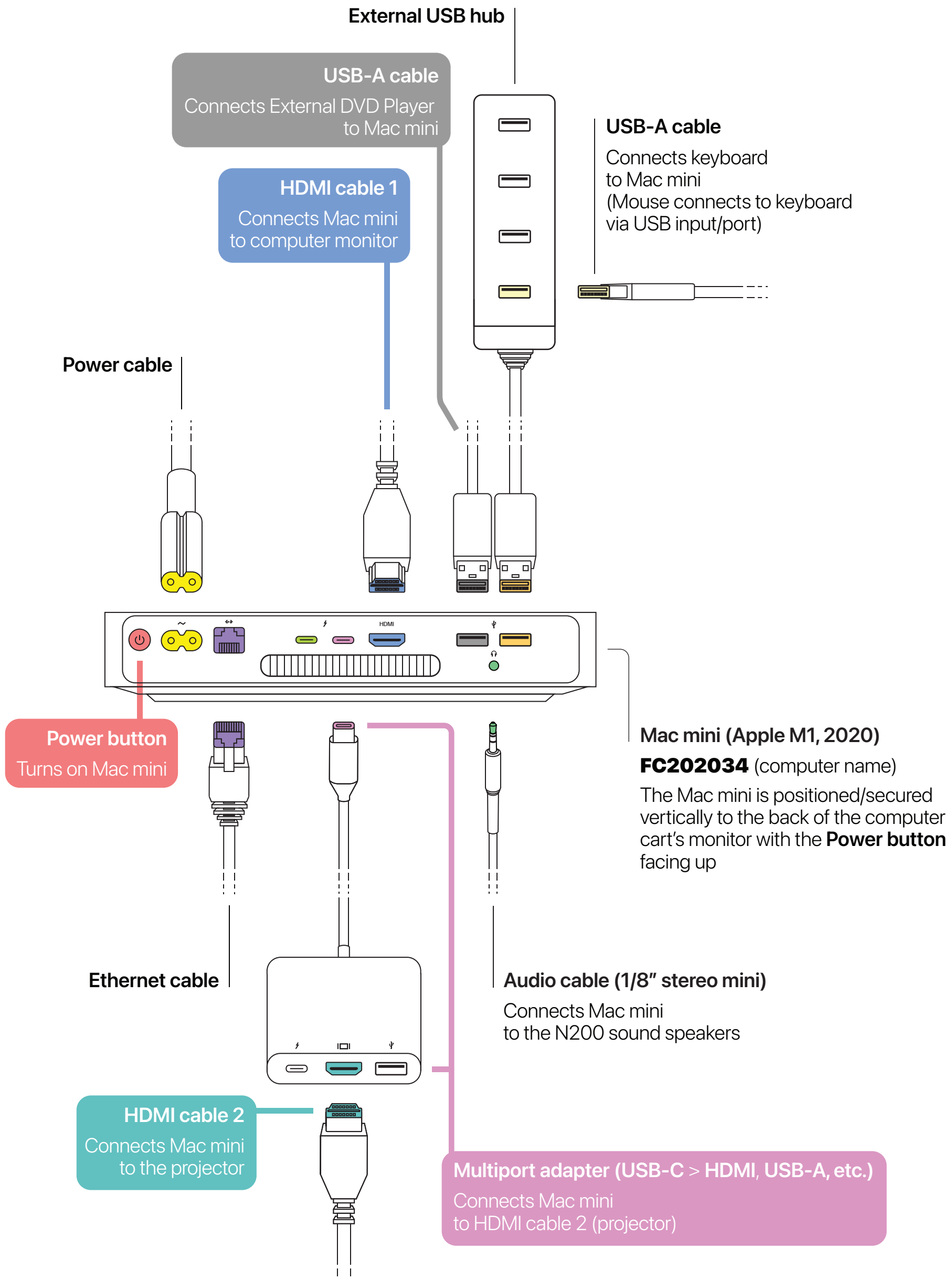● **SOUND:** > System Settings > Sound > Output > External Headphones

● **INTERNET:** > System Settings > Network > Ethernet (**Connected**)

③ Check Cable Connections

Make sure:

- 🔴 the **Mac mini** is turned on (press **Power button** if it's turned off)
- 🔵 **HDMI cable 1** is firmly attached to the **HDMI port** on the Mac mini
- 🟣 the **Multiport adapter** is firmly attached to the **Thunderbolt / USB 4 port** on the Mac mini
- 🟢 **HDMI cable 2** is firmly attached to the **HDMI port** on the **Multiport adapter**

External USB hub

USB-A cable
Connects External DVD Player to Mac mini

USB-A cable
Connects keyboard to Mac mini
(Mouse connects to keyboard via USB input/port)

HDMI cable 1
Connects Mac mini to computer monitor

Power cable

HDMI

Power button
Turns on Mac mini

Mac mini (Apple M1, 2020)
FC202034 (computer name)

The Mac mini is positioned/secured vertically to the back of the computer cart's monitor with the **Power button** facing up

Ethernet cable

Audio cable (1/8″ stereo mini)
Connects Mac mini to the N200 sound speakers

HDMI cable 2
Connects Mac mini to the projector

Multiport adapter (USB-C > HDMI, USB-A, etc.)
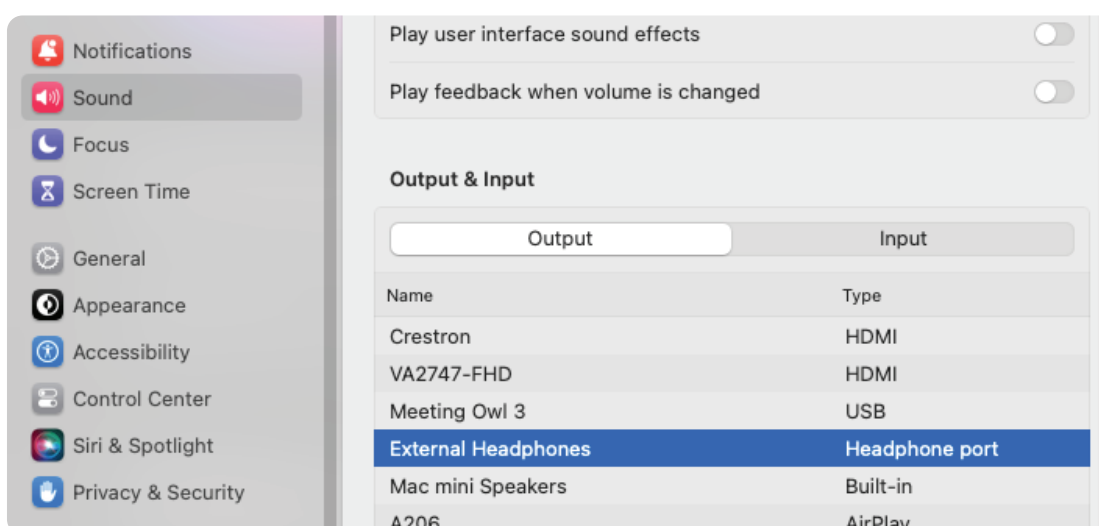Connects Mac mini to HDMI cable 2 (projector)

Speakers | Logitech Computer Speakers

Speaker:

🔴 When the **Logitech Speakers** are turned off the **POWER** LED Indicator is **blank**

🟢 To **turn on** the **Logitech Speakers**, turn the **POWER**/**VOLUME** dial on the right speaker all of the way clockwise (the **LED Indicator** turns **on**) and set them to maximum volume

🟡 For a more robust sound (extra bass), turn the **TONE** dial on the side of the right speaker to increase or decrease the bass

⚫ Please note, the **Logitech Speakers** are powered via a **Power Adapter** & connects to the Mac mini's (computer) **Headphone input** via **1/8″ stereo mini audio cable**

LED Indicator
Lights up when speakers are **ON**

POWER/VOLUME dial
Turn the **POWER/VOLUME dial** all of way clockwise to **turn on** the speakers and set them to max volume

TONE dial
Turn the **TONE dial** on the side of right speaker to increase/decrease the bass

Computer:

⚫ **SOUND:** > System Settings > Sound > External Headphones

	Notifications
	Sound
	Focus
	Screen Time
	General
	Appearance
	Accessibility
	Control Center
	Siri & Spotlight
	Privacy & Security

Play user interface sound effects ⚪

Play feedback when volume is changed ⚪

Output & Input

Output	Input

Name	Type
Crestron	HDMI
VA2747-FHD	HDMI
Meeting Owl 3	USB
External Headphones	**Headphone port**
Mac mini Speakers	Built-in
A206	AirPlay

5 **External DVD Player**

● The **External DVD Player** is installed vertically on the side of the Mac mini (computer) and connects to it via USB-A cable (see ➌ **Check Cable Connections**)

● To **open** the **External DVD Player's** Disc Tray, press the **EJECT** button

  ● When the Disc Tray opens (pops out), carefully place the DVD disc onto it

  ● After placing the DVD disc onto the Disc Tray, **close** the **External DVD Player** by gently pushing the Disc Tray back into the device

External DVD Player

EJECT button

● The **External DVD Player** will load the DVD and automatically open the "Viewer" window of DVD Player, a software application on the Mac mini

  ● If the DVD disc doesn't play automatically, press the Space bar after the disc is recognized

  ● Move the pointer anywhere over the "Viewer" window to show the playback controls ~ e.g. click play button to start the DVD's video, click menu button to access the DVD's menu, etc.

  ● When finished watching the DVD, close DVD Player and move the DVD's icon on the desktop into the trash to eject the disc from the **External DVD Player**

Viewer

Menu

Title 00:00:00   -00:00:00

● To manually eject and retrieve the DVD disc from the **External DVD Player,** press the **EJECT** button to **open** the Disc Tray

  ● When the Disc Tray opens (pops out), carefully remove the DVD disc

  ● After removing the DVD disc from the Disc Tray, **close** the **External DVD Player** by gently pushing the Disc Tray back into the device