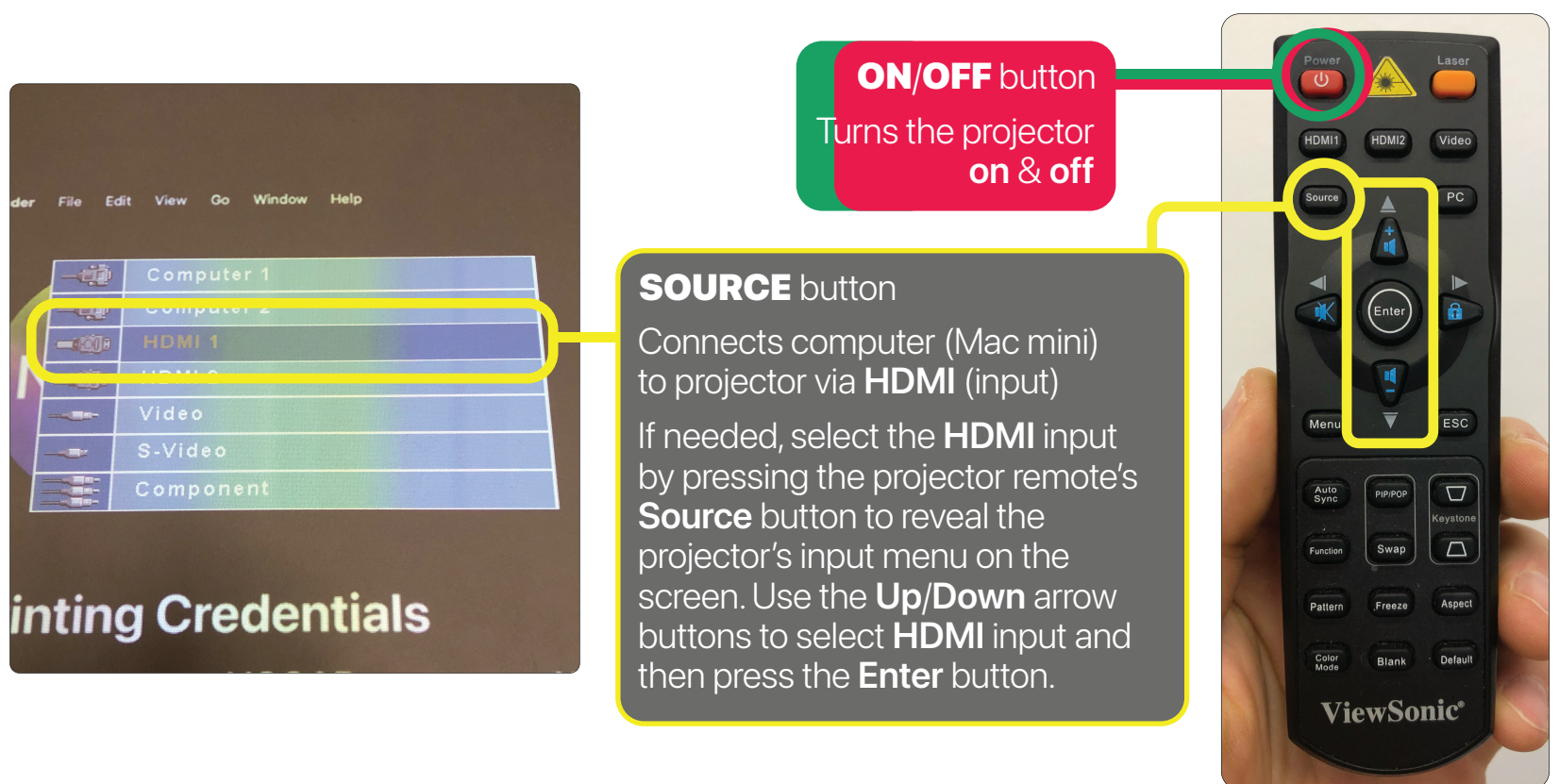


N320B / Seminar Room | Help Sheet

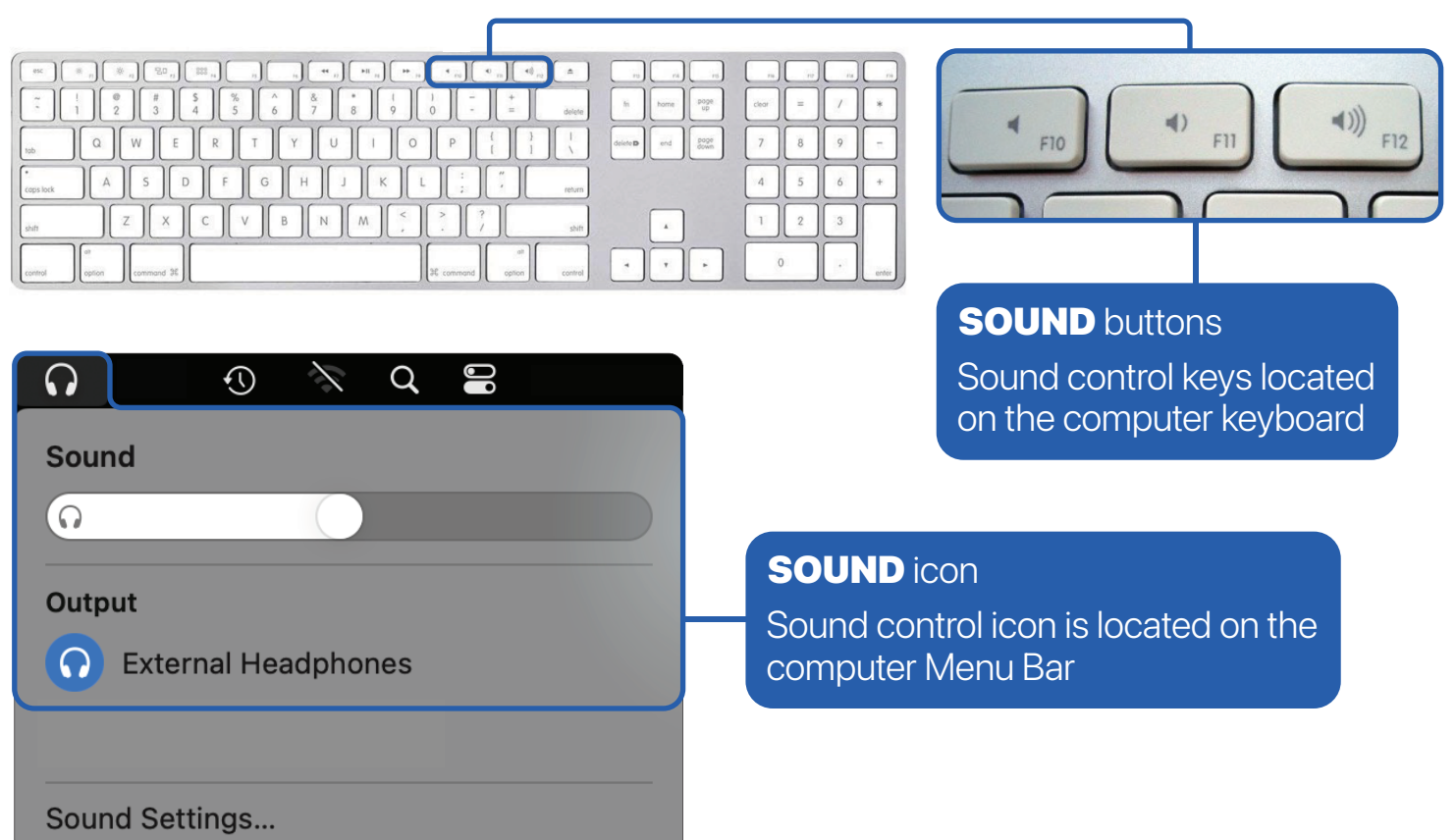
Instructions on how to use the **N320B / Seminar Room** cart's computer, a/v & video conferencing equipment, connected cables, etc.

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

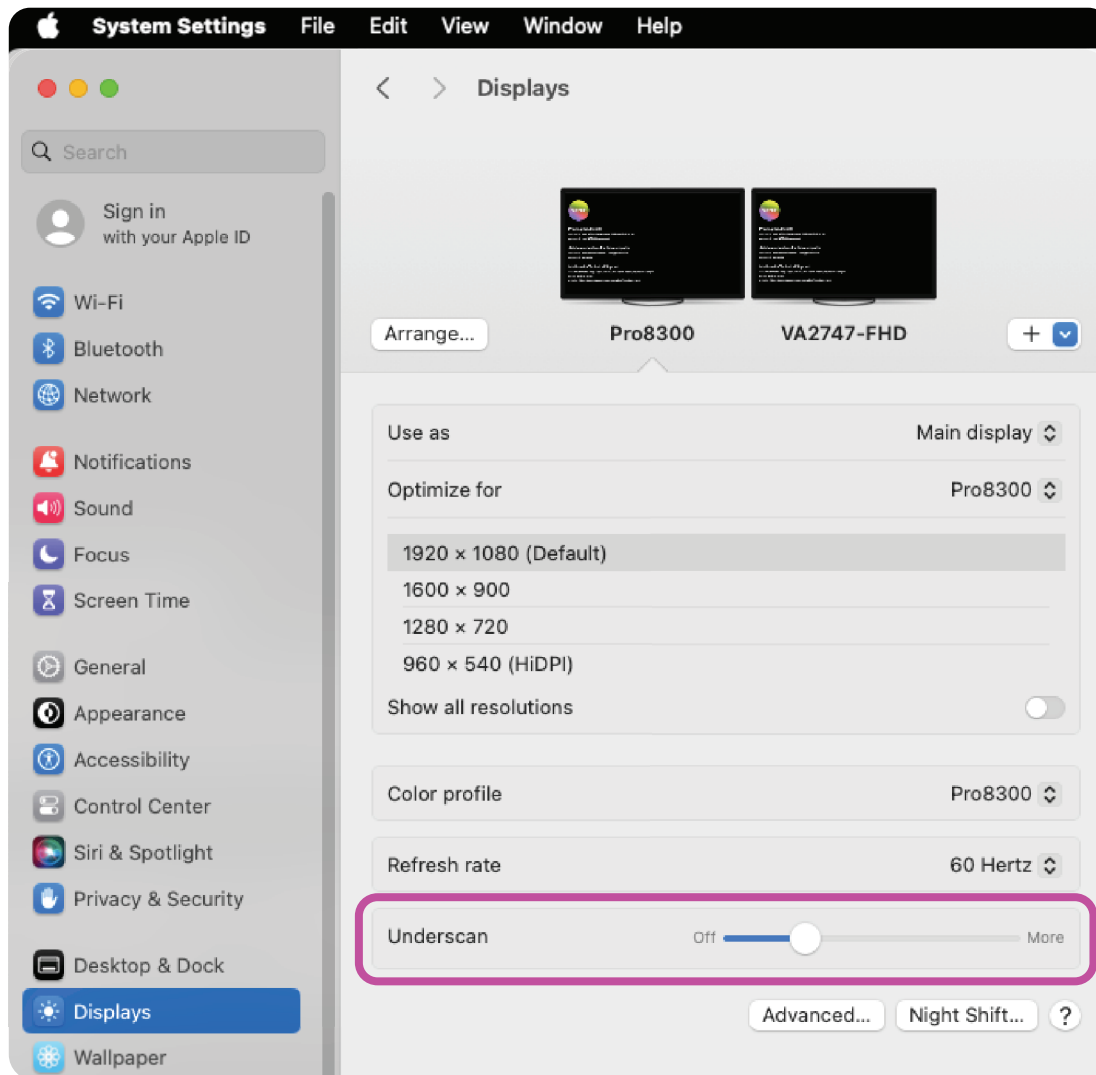


- Sound:**
- Use the **sound controls** on the **keyboard** or in the **Menu Bar** to adjust the **Mac mini's** outputted volume level

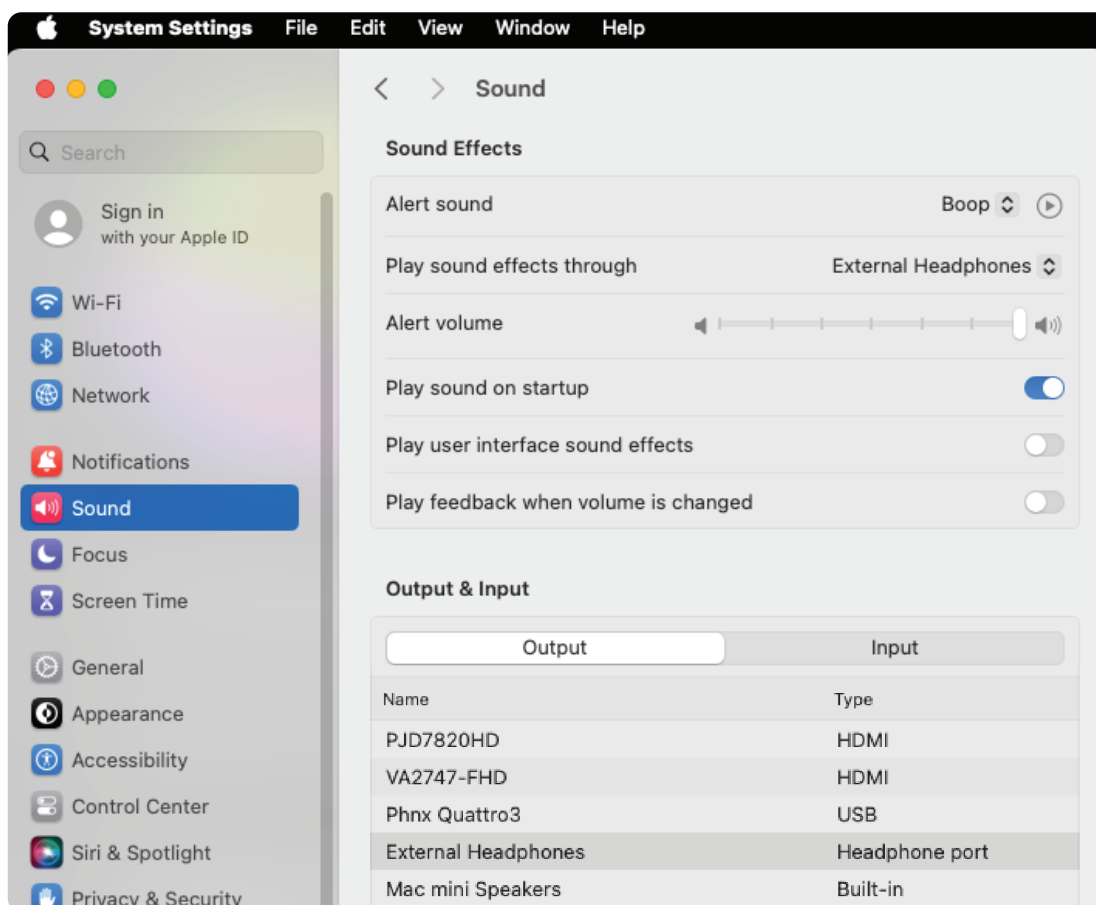


System Settings | Mac mini (computer)

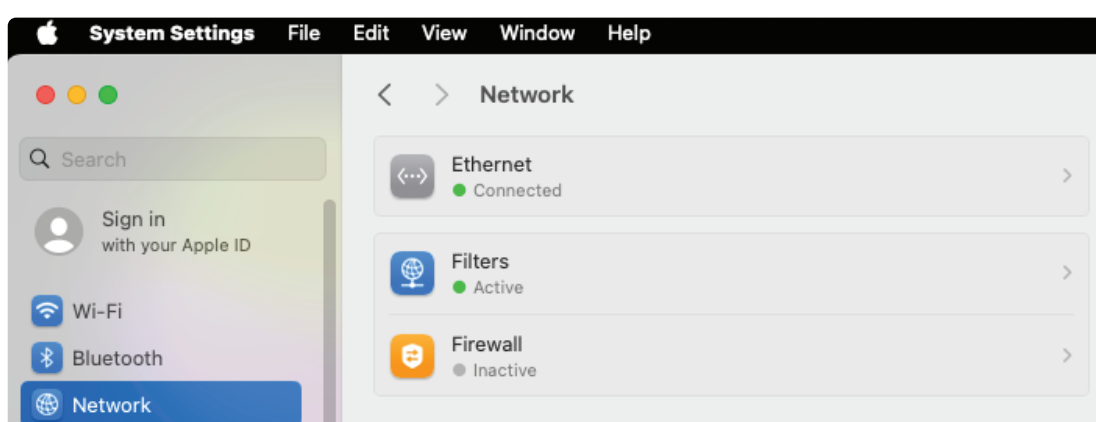
Check: ● **VIDEO:** **Apple > System Settings > Display > Pro8300 (Mirror/Optimize for VA2747-FHD)**



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

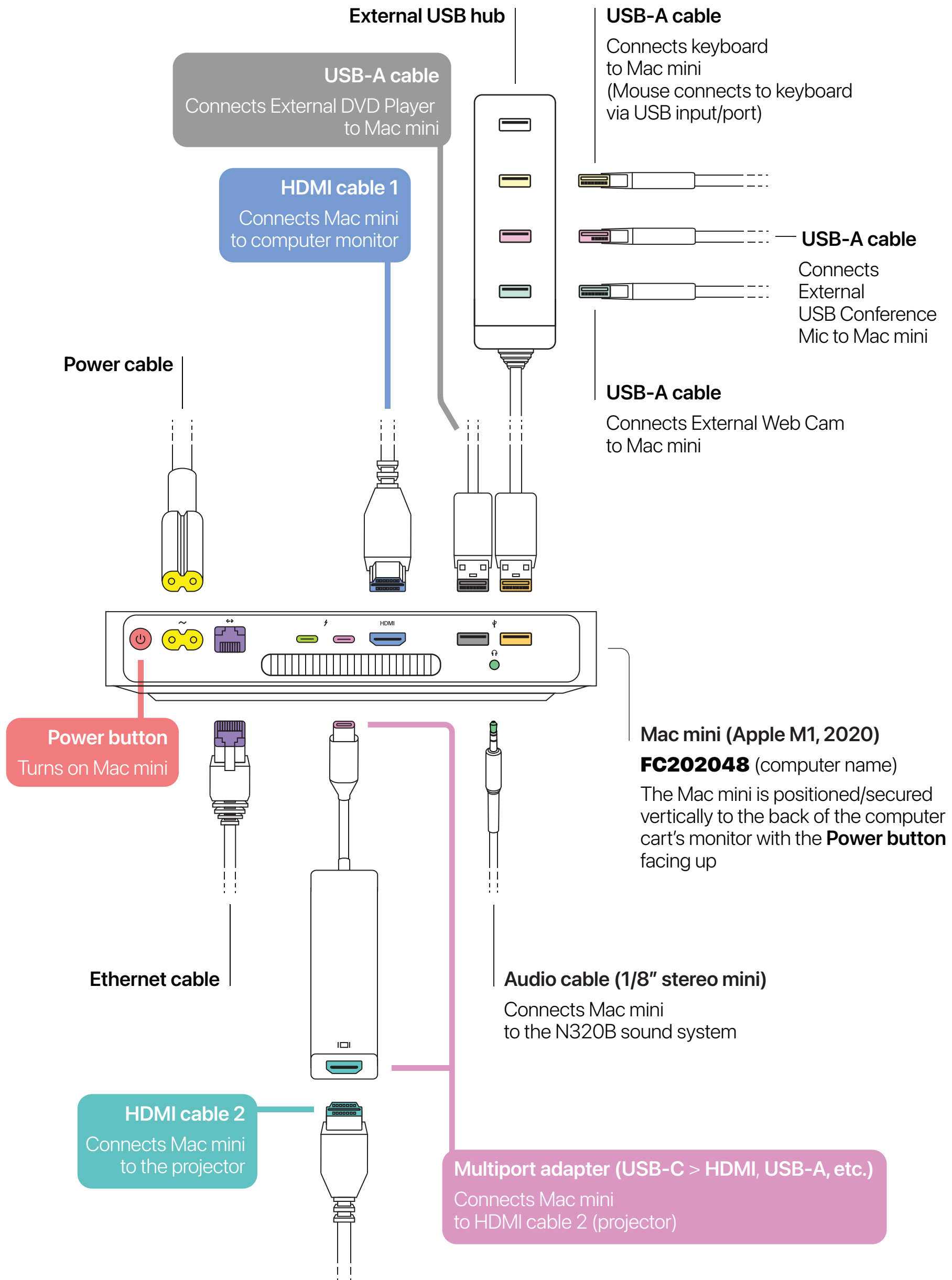


● **INTERNET:** **Apple > System Settings > Network > Ethernet (Connected)**



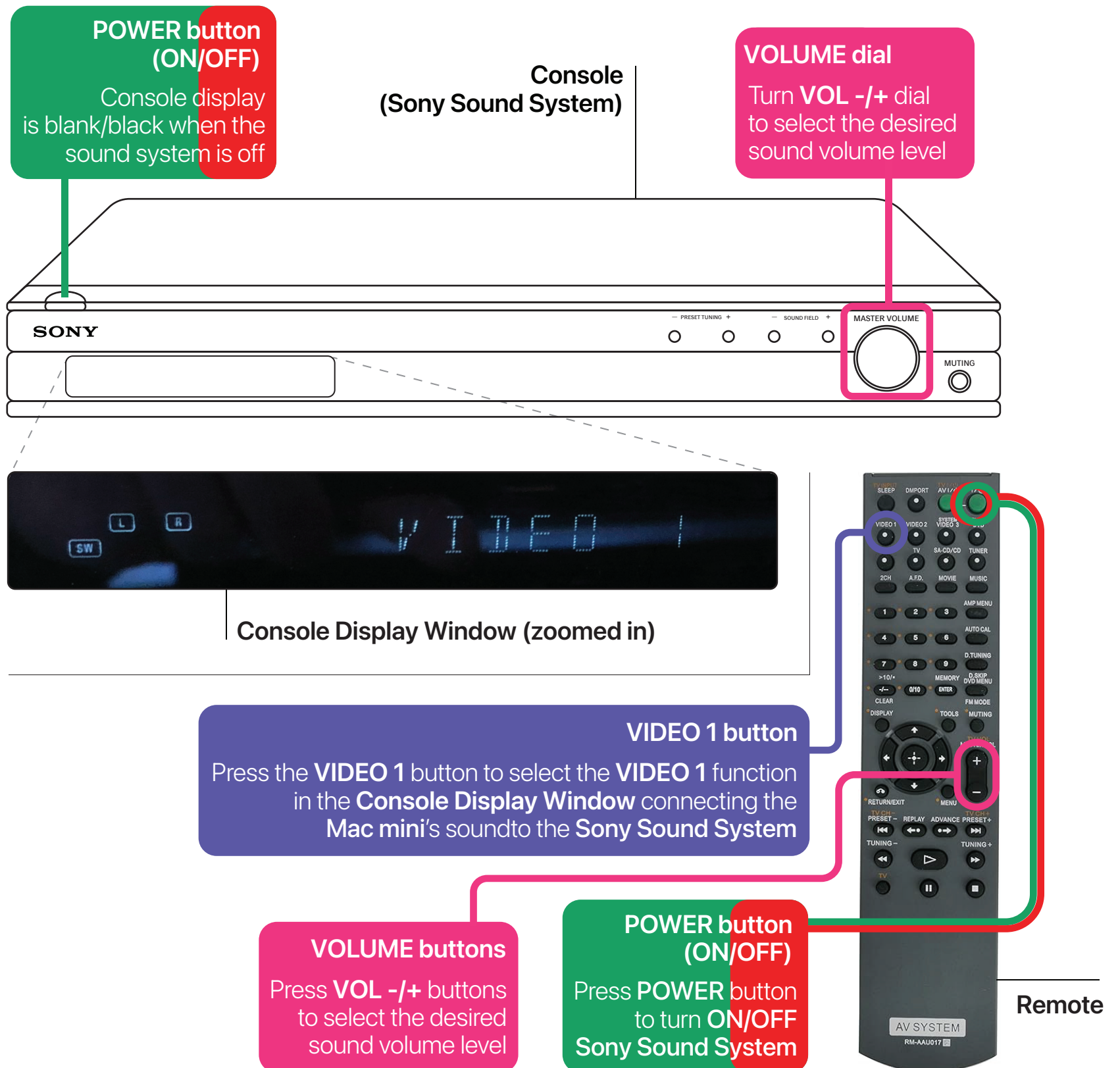
Check Cable Connections

- 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**

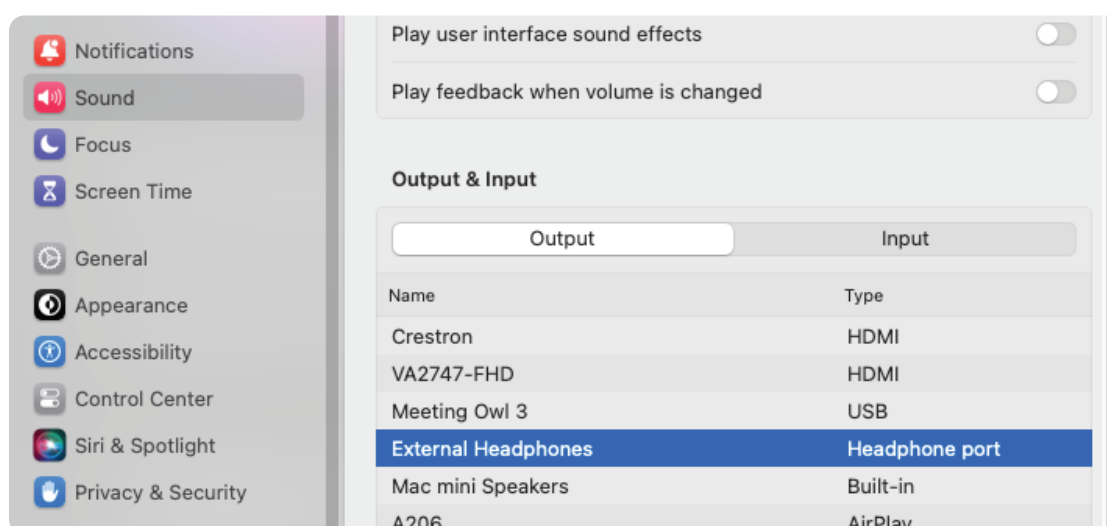


Sony Sound System

- Speaker:**
- When the **Sony Sound System** is turned off the Display Console is **blank/black**
 - To **turn on** the **Sony Sound System**, press the **POWER** button located on the remote (top right button)
 - After **turning on** the **Sony Sound System**, press the **VIDEO 1** button until the **VIDEO** function is selected in the **Console Display**



Computer: ● **SOUND:** **Apple > System Settings > Sound > External Headphones**



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 **3 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



- 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**

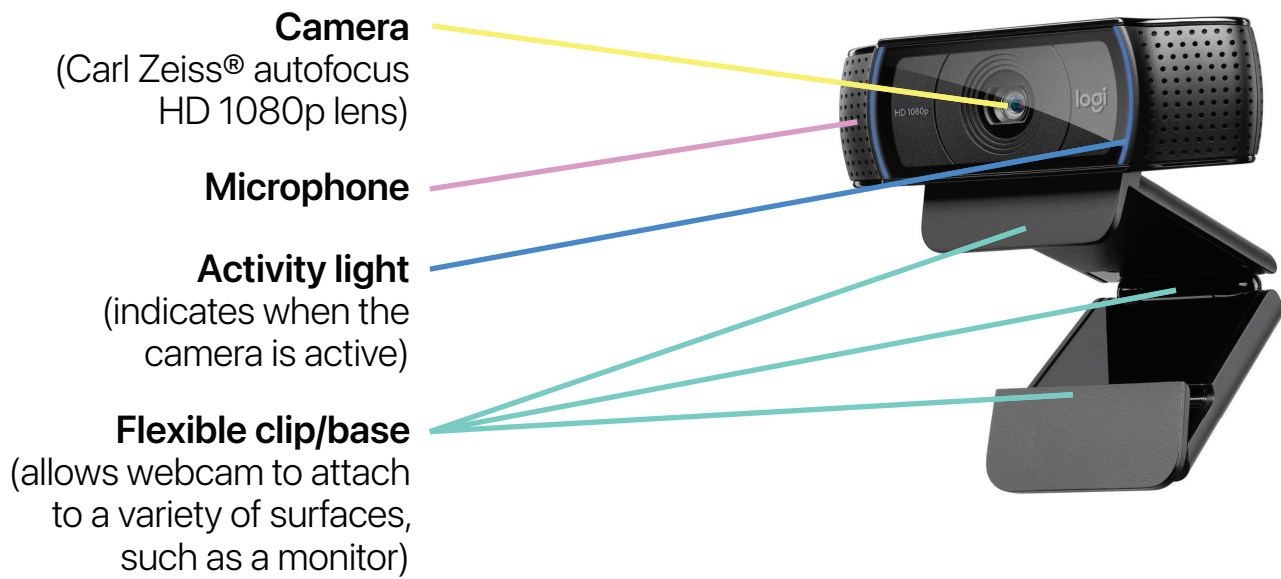


- To manually eject and retrieve the DVD disc from the **External DVD Player**, press the **EJECT** button to **open** the **Disc Tray**
 - When the **Disc Tray** opens (pops out), carefully remove the DVD disc
 - After removing the DVD disc from the **Disc Tray**, **close** the **External DVD Player** by gently pushing the **Disc Tray** back into the device

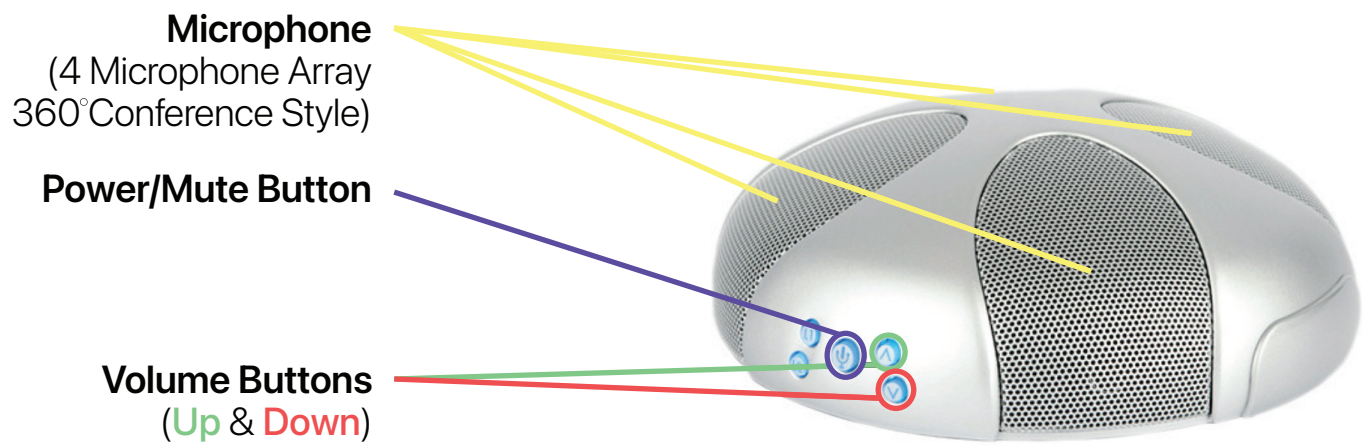
Video Conferencing | Equipment & Software

The **Logitech Web Cam & Phoenix Quattro3 USB Mic** is equipment to assist in streamlining collaboration for online classes, presentations, and meetings. They both connect to the computer's USB Hub (installed on the monitor stand) via USB-A cables.

Logitech: Webcam

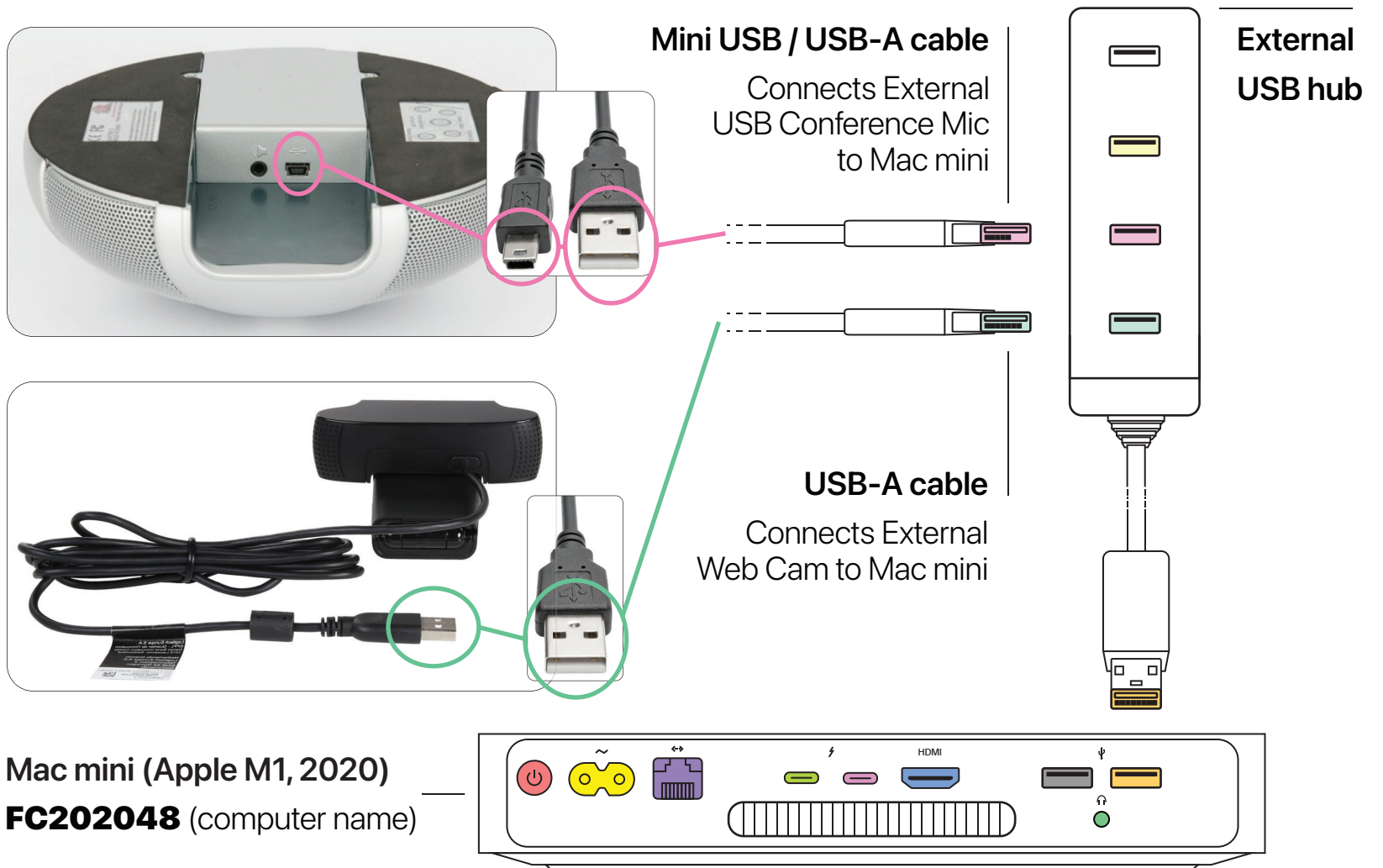


Phoenix: Quattro3 USB Mic



Cables:

- The cable connections for the **Logitech Web Cam & Phoenix USB Mic** are as follows
 - The **Logitech Web Cam & Phoenix USB Mic** both connect to the Mac mini's (computer) USB Hub via USB-A cables
 - See **3 Cable Connections Diagram** & diagram below



**Virtual:
Meetings**

- Using the **Logitech Web Cam & Phoenix USB Mic** for Teams video conference meetings
 - Launch your Teams meeting by clicking **Join Now**
 - Choose the following video & audio settings in your Teams meeting in conjunction with D500's **Web Cam, USB Mic** and audio system:
 - Video/Camera: **HD Pro Webcam C920** | Mic: **Phnx Quattro3**
Speaker: **External Headphones (Built-in)**

