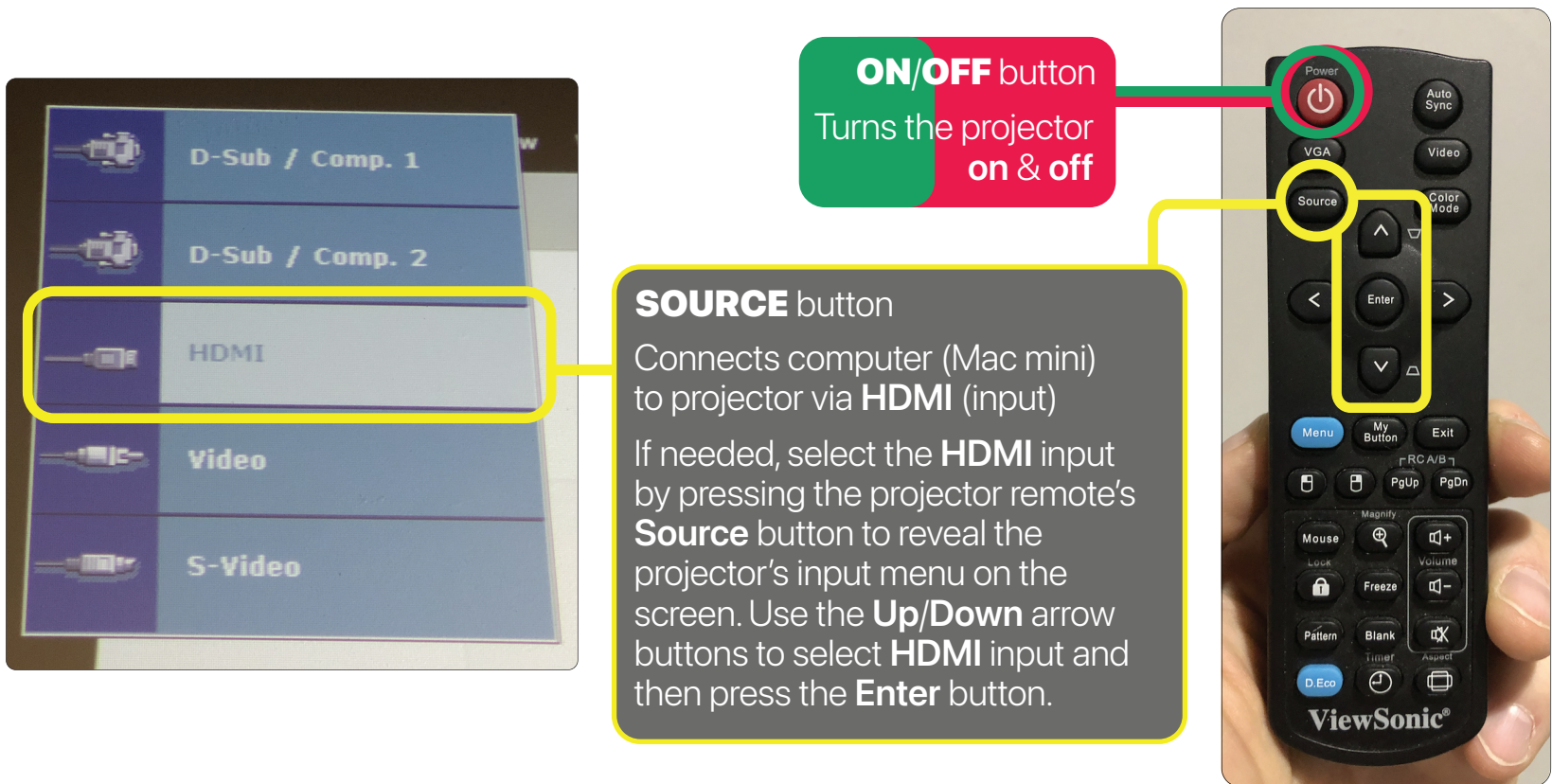# D500 / Lecture Room | Help Sheet
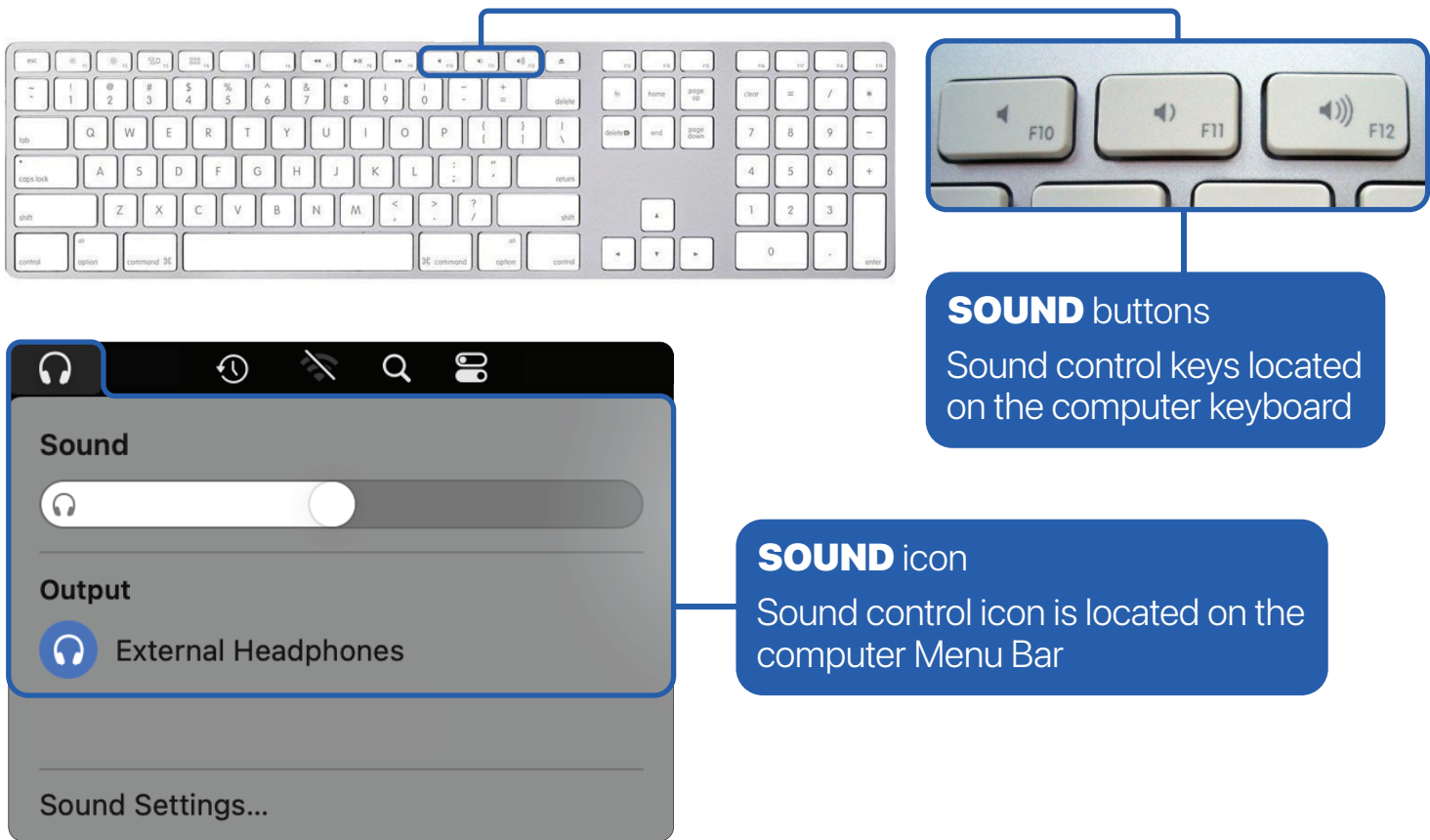
Instructions on how to use the **D500** / **Lecture Room** cart's computer, a/v and video conferencing equipment, connected cables, etc.

1

PROJECTOR & SOUND Settings

<u>Projector:</u>

🟢 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**

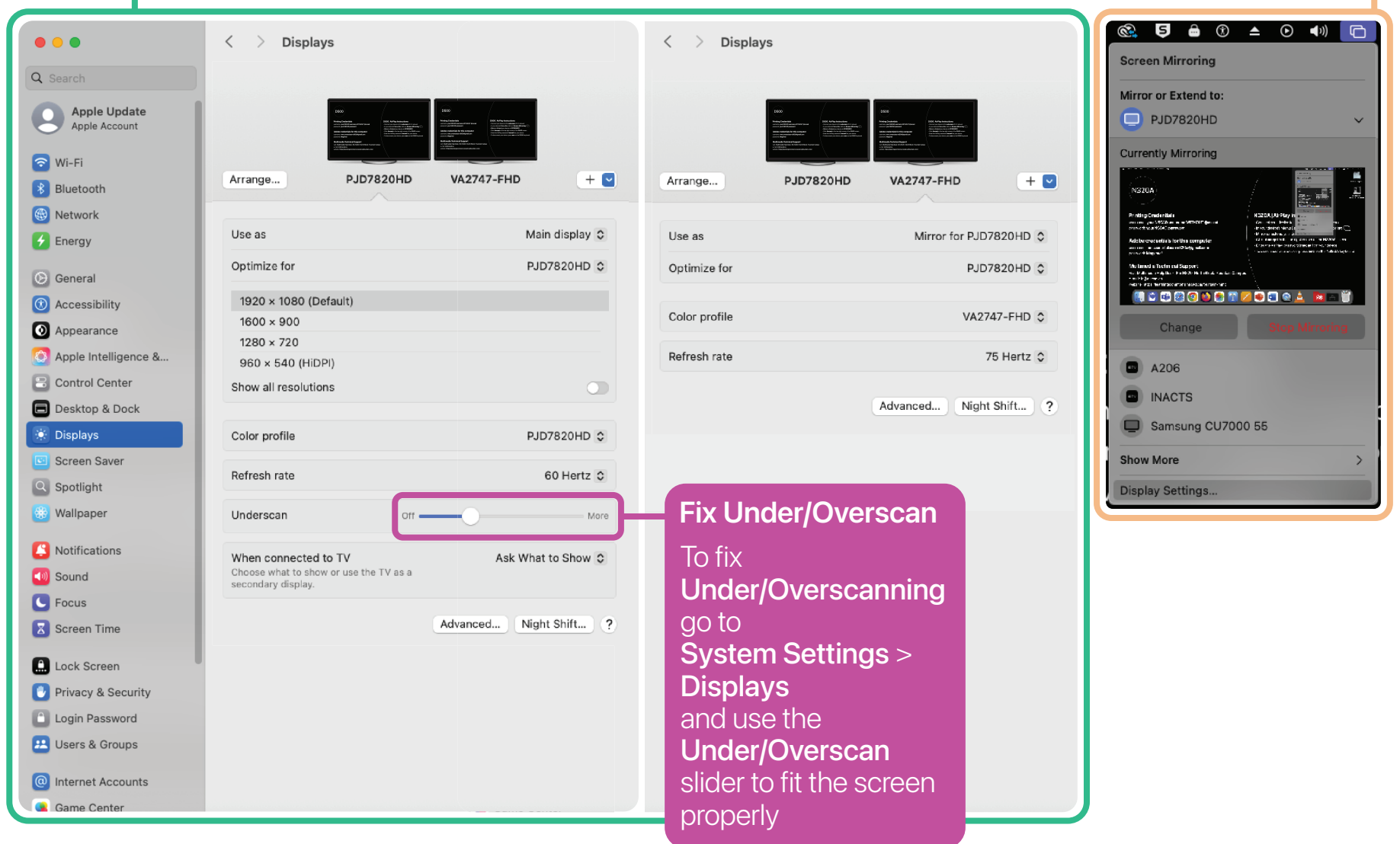⚫ If needed, press the **SOURCE** button and select input **HDMI** to connect the Mac mini to the projector

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.

<u>Sound:</u>

🔵 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
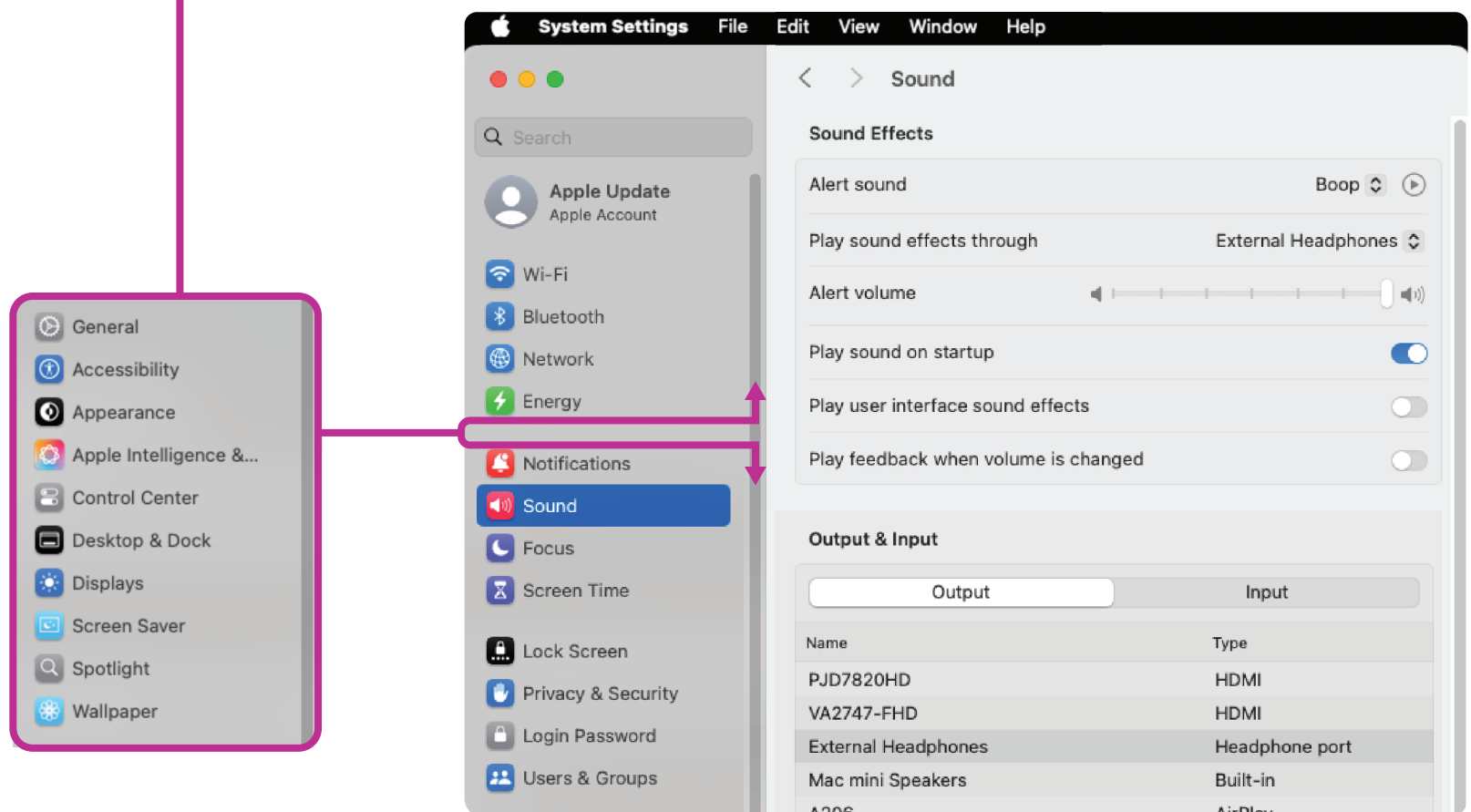Sound control icon is located on the computer Menu Bar

System Settings | Mac mini (computer)
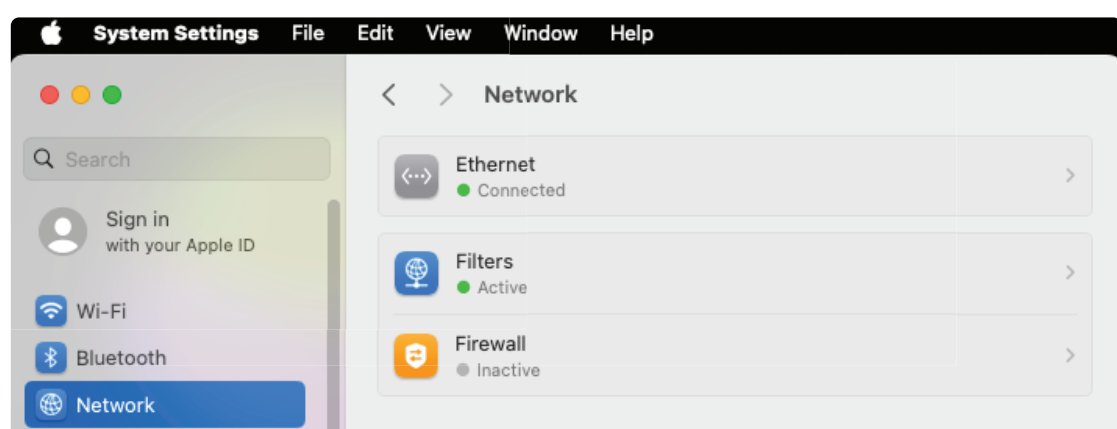
Check:
- ⚫ **VIDEO:** ⌘ > System Settings > Display > PJD7820HD (Mirror/Optimize for PJD7820HD)
- 🔵 **Menu Bar:** 🖥 Screen Mirroring > Mirror to > PJD7820HD (Currently Mirroring: PJD...)

Fix Under/Overscan

To fix Under/Overscanning go to **System Settings > Displays** and use the **Under/Overscan** slider to fit the screen properly

⚫ **SOUND:** ⌘ > System Settings > Sound > Output > External Headphones (Headphone Port)

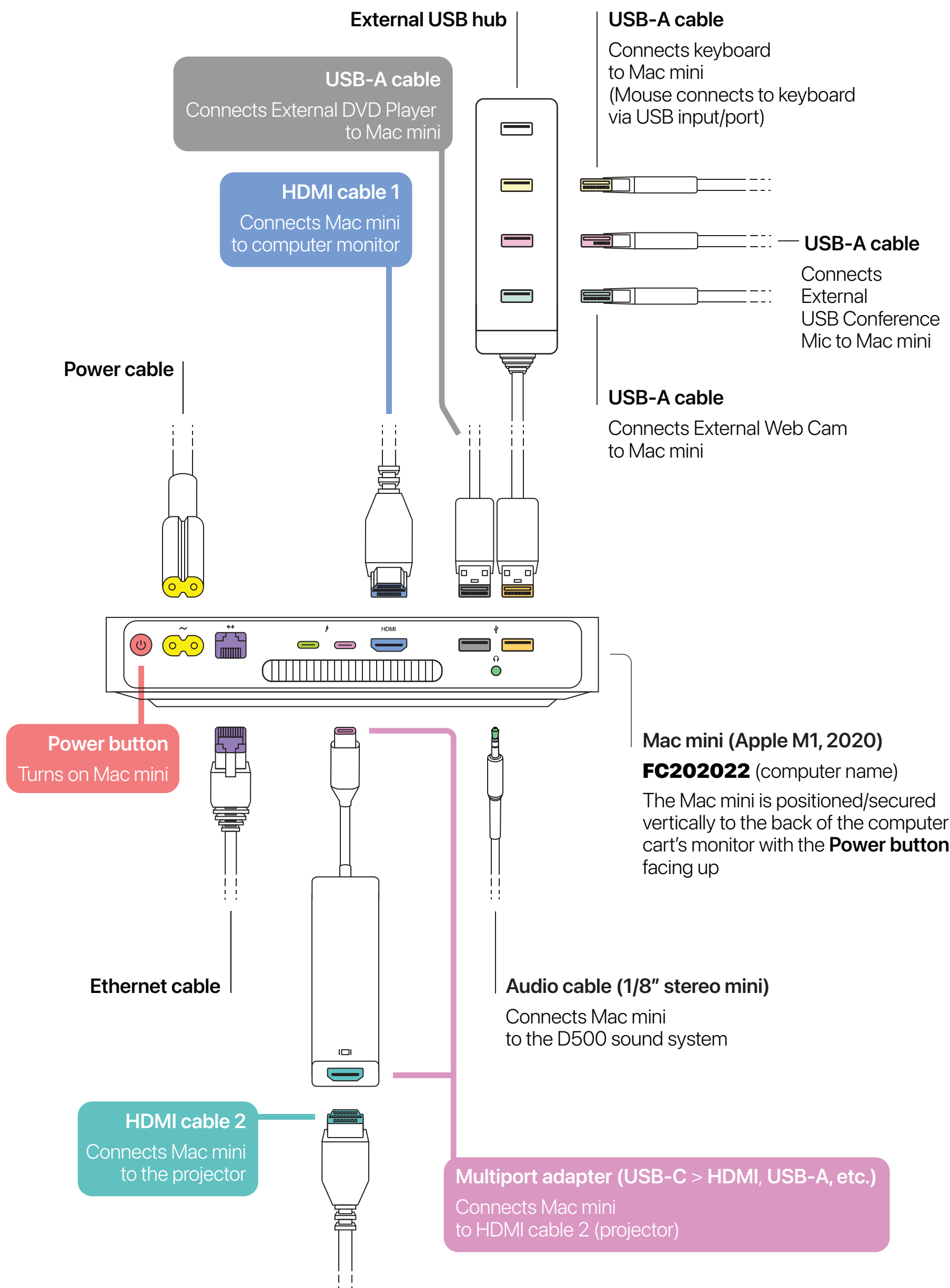*Scroll down/past this group of functions in the sidebar to find/select **SOUND**

⚫ **INTERNET:** ⌘ > System Settings > Network > Ethernet (Connected)
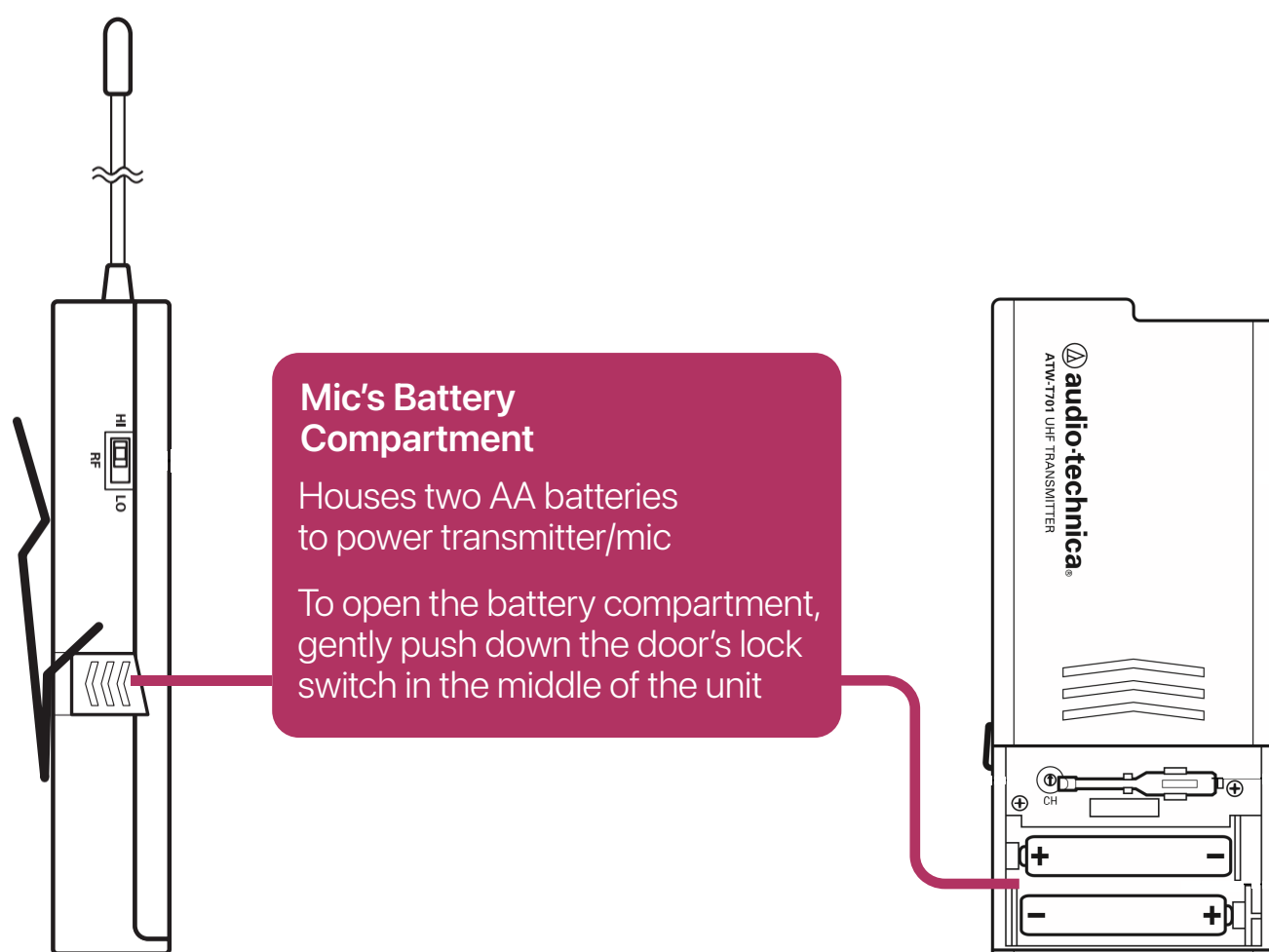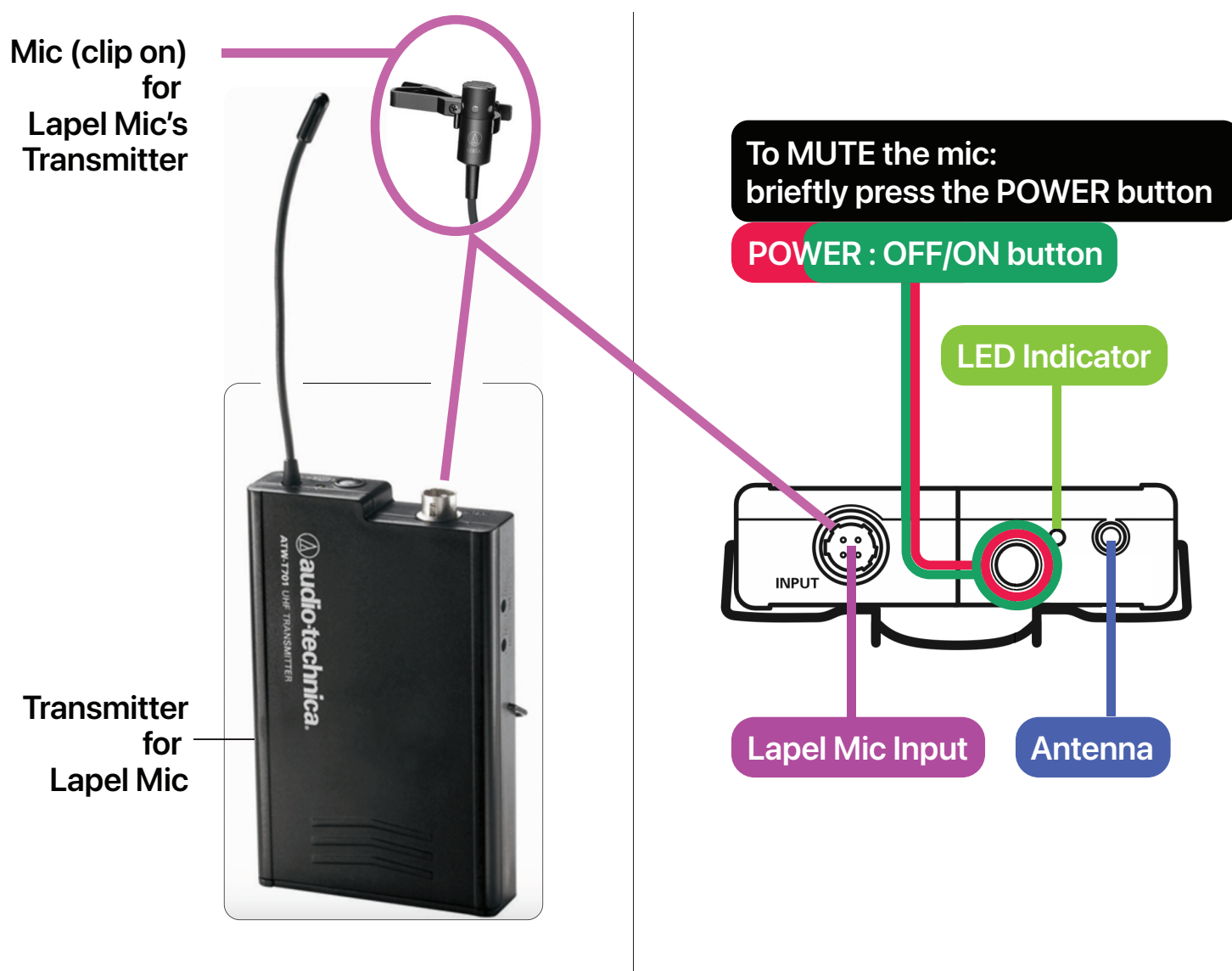
3 Check Cable Connections

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 keyboard
to Mac mini
(Mouse connects to keyboard
via USB input/port)

USB-A cable
Connects External DVD Player
to Mac mini

HDMI cable 1
Connects Mac mini
to computer monitor

USB-A cable
Connects
External
USB Conference
Mic to Mac mini

USB-A cable
Connects External Web Cam
to Mac mini

Power cable

HDMI

Power button
Turns on Mac mini

Mac mini (Apple M1, 2020)
FC202022 (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 D500 sound system

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)

④ Wireless Microphone Functions

Lapel:

- 🟢 To **turn on** the lapel mic, push down the power button

  - The **LED Indicator** turns **green**

  - If the **LED Indicator** is **red**, the batteries (2 AAs) are low and need replacing

- 🔴 To **turn off** the lapel mic, push down the power button until **LED Indicator** is **blank**

- ⚫ The lapel mic is stored in the white basket attached to the left side of the computer cart

- 🟣 Volume levels for the **Wireless Lapel Mics** are set:
  *Contact **Multimedia** if you need assistance adjusting the mic volume levels with the mixer*

Mic (clip on) for Lapel Mic's Transmitter

Transmitter for Lapel Mic

To MUTE the mic:
briefly press the POWER button

POWER : OFF/ON button

LED Indicator

INPUT

Lapel Mic Input   **Antenna**

Mic's Battery Compartment

Houses two AA batteries to power transmitter/mic

To open the battery compartment, gently push down the door's lock switch in the middle of the unit
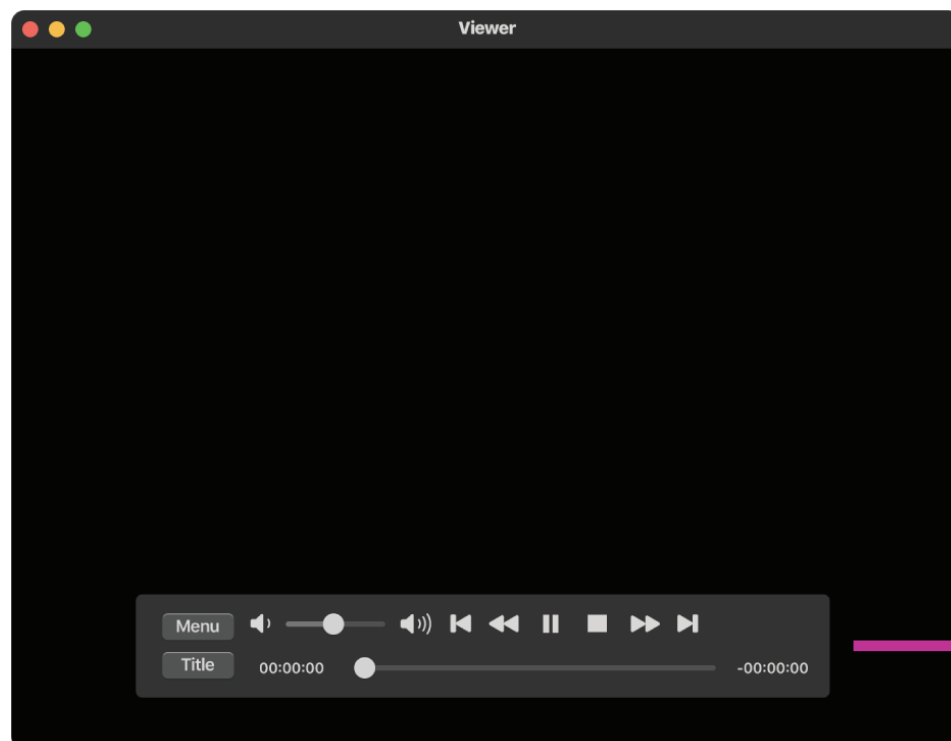
5 External DVD Player

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

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**
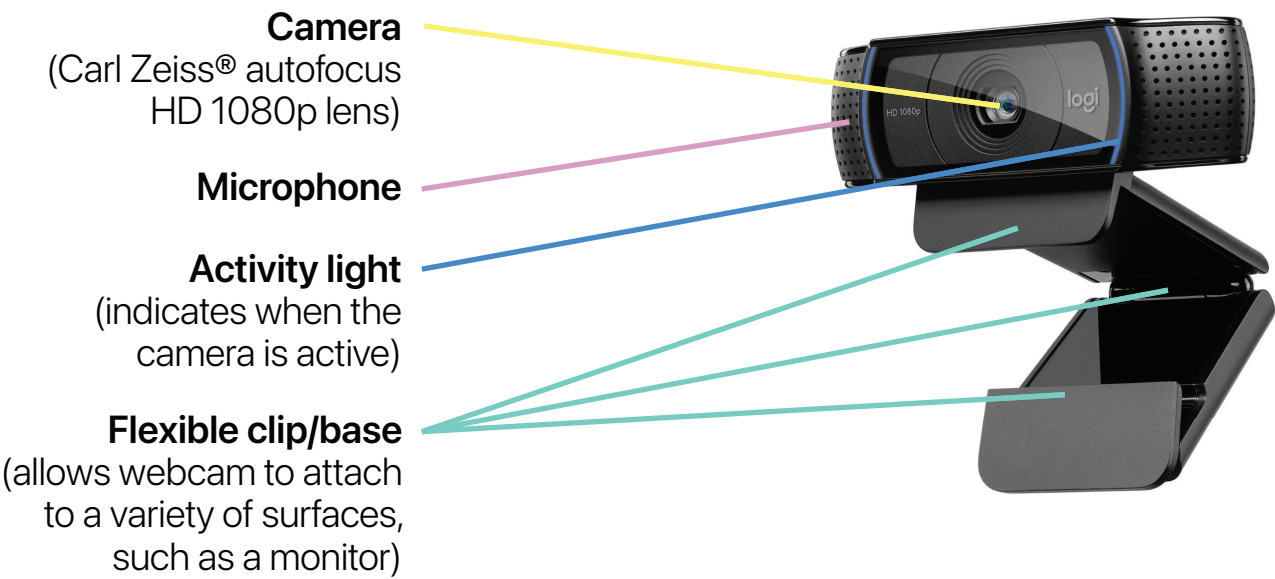

- To manually eject and retrieve the DVD disc from the **External DVD Player,** press the **EJECT** button to **open** the Disc Tray

  - 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
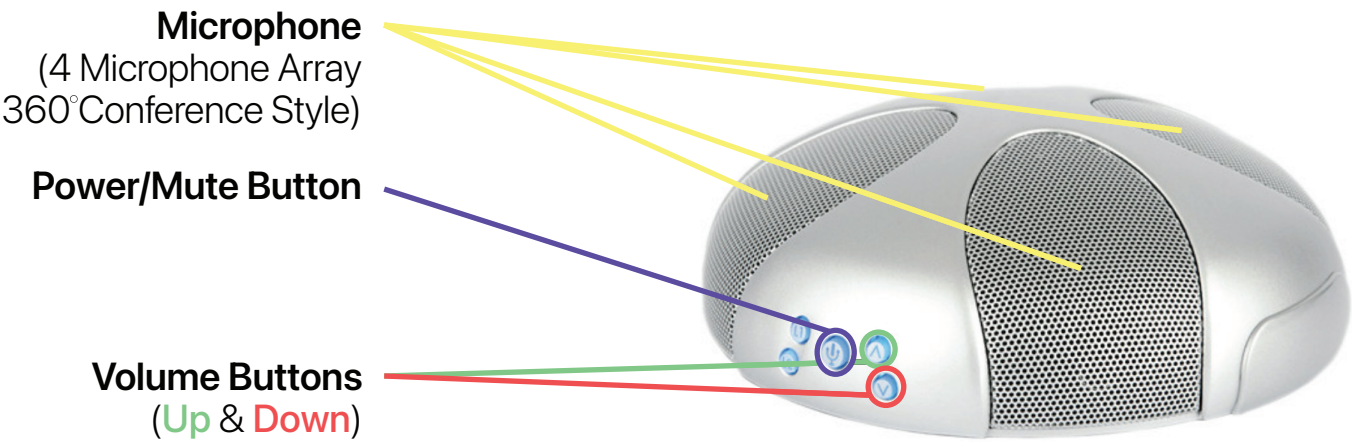
Video Conferencing | Equipment & Software

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.
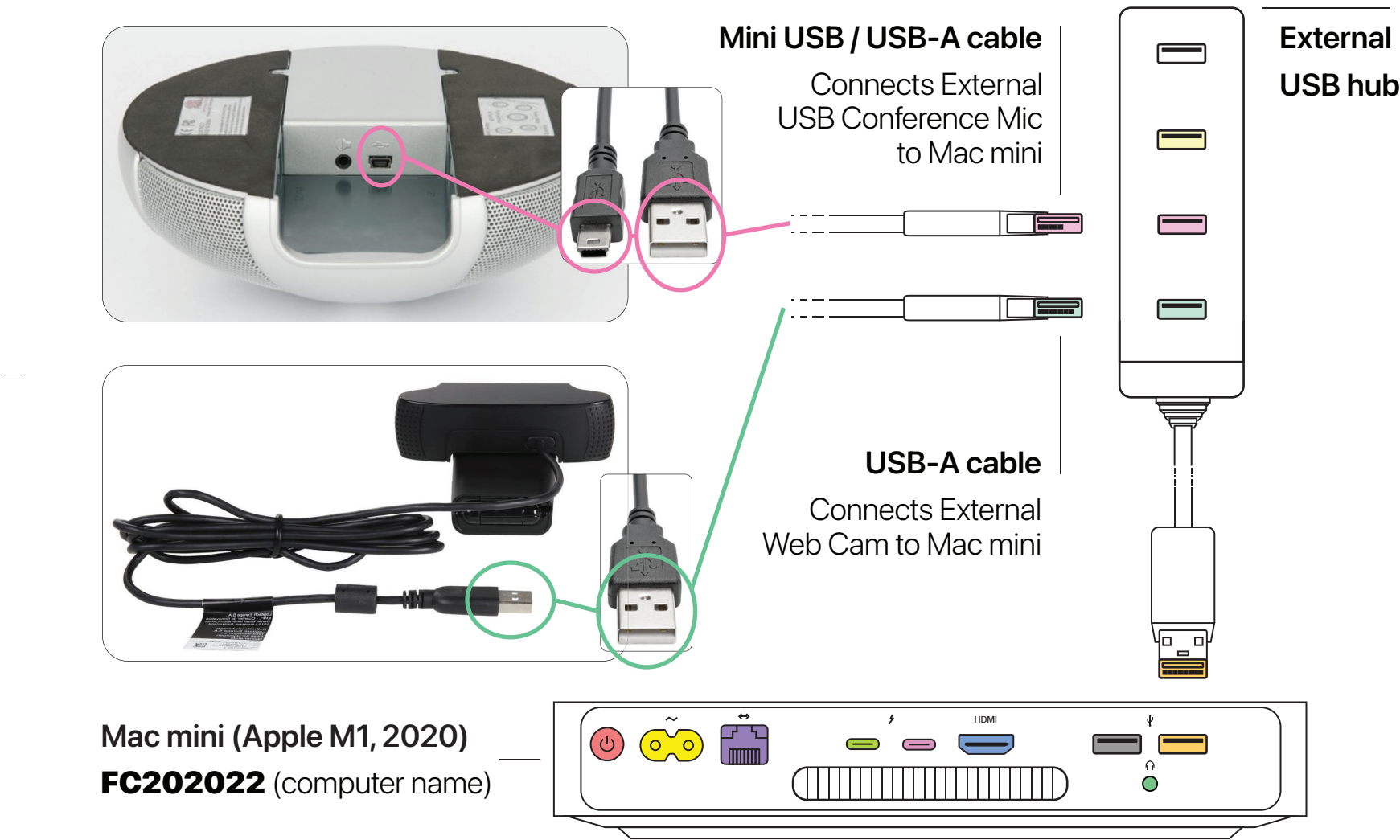
**Logitech:
Webcam**

Camera
(Carl Zeiss® autofocus
HD 1080p lens)

Microphone

Activity light
(indicates when the
camera is active)

Flexible clip/base
(allows webcam to attach
to a variety of surfaces,
such as a monitor)

**Phoenix:
Quattro3
USB Mic**

Microphone
(4 Microphone Array
360°Conference Style)

Power/Mute Button

Volume Buttons
(Up & Down)

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

Mini USB / USB-A cable
Connects External
USB Conference Mic
to Mac mini

**External
USB hub**

USB-A cable
Connects External
Web Cam to Mac mini

Mac mini (Apple M1, 2020)
FC202022 (computer name)

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)**