










How to use your computer and other technology

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| Turn on your computer and use the “Guest Account” or click the arrow to log in. | |
| To display your computer screen on the TV (MacBook Air): | |
| Turn on the TV with the green button on the remote (grey remote) | |
| Turn on the Apple TV by hitting the menu button twice (smaller black remote) | |
| Click on the AirPlay button on the top bar of your computer. (if this does not show up, make sure you are on the Bonjour Wifi) |  Airplay button  Wifi button |
| Find and click your room number on the list of Apple TVs | |
| To display your computer screen on the TV (Chromebook or MacBook Pro): | |
| You cannot AirPlay with a Chromebook like you can with a Mac (some Macbooks are too old to AirPlay too). You must hardwire into the wall (or side of TV) with an HDMI cable. |  |
| Connect the wire to your computer (you need the extra white adapter only for the Mac), then to the HDMI outlet on the wall (usually in the corner of the room). |  |
| You can choose to plug it into the side of the TV instead. To do this, locate the orange cable on the side of the TV. Unplug it, then plug your HDMI into the open port on the TV | |
| Turn on your TV with the grey remote (green button) | |
| Press the HDMI button on the remote. The TV should read “HDMI 2” in the top corner. | |

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| How to use the document camera (green) |  |
| Plug the camera into the left-side USB port on your computer. | |
| Click on the Finder icon on your computer (usually bottom left) |  |
| On the left of the window, click "Applications" (you may have to scroll up/down on the left side of the window) | |
| Scroll up/down and double click "QuickTime Player" (Apps are sorted alphabetically). Nothing will pop up after opening the program, but at the top left of your screen, it should say QuickTime Player. *Try running the "Visualizer" app instead if you are having issues with QuickTime* |  |
| In the top left, click: File > New Movie Recording. If the program uses the wrong camera (webcam), unplug the doc cam and try all steps again. | |
| How to use your teaching mic: |  |
| Locate your mic, then press the clear button on the top to turn it on/off | |
| Adjust volume with the buttons on the side of the mic. | |
| More extreme volume adjustments can be made by turning the top knob on the lightspeed box beside the TV (Make sure the box has the blue light on) |  |