Wallace Annenberg AV System Instructions

To Start:
- Double-tap the Touch Screen Controller to wake up the system.
- The projector and Screen will roll down simultaneously, wait for the brief warm-up period.
- Select Mac Mini at the top of the screen, or Blu-ray. The Mac Mini desktop will appear.
- Retrieve the wireless mouse and keyboard from the second cabinet on your right.
- Turn the mouse on with the tiny toggle switch underneath (Green shows when on).
- Turn the keyboard on using the tiny switch on the upper right edge.
- If using a thumb drive, insert it into the outlet on the wall above the counter labeled USB for Mac Mini.
- Commence your presentation.

When Finished:
- Do not shut down the Mac Mini! Please leave it running.
- Please eject your USB drive by dragging the icon to the Mac Mini trash/eject icon.
- Go to the touch screen and select "Stop Program" on the bottom right corner. This will turn off the projector and retract the screen automatically.
- Turn off the mouse and keyboard and return them to the cabinet.

Please note that there is not a place to plug in a laptop at the podium. We recommend that you save your presentation to a thumb drive or to a cloud file for the easiest access. If you have an early morning presentation, if possible, we also recommend testing the equipment out the day before.

To Use the Camera for Zoom
- The camera is located in the closet behind the podium. There is also a cord protector to cover the cable that will connect to the Mac Mini.
- Open up the first cabinet below the Touch Screen Controller and locate the grey cable that is plugged into the Mac Mini. Plug that into the camera.
- Place the cord protector over the cord on the ground.
- The camera will automatically turn on when you turn on Zoom, and turn off when you end the meeting.