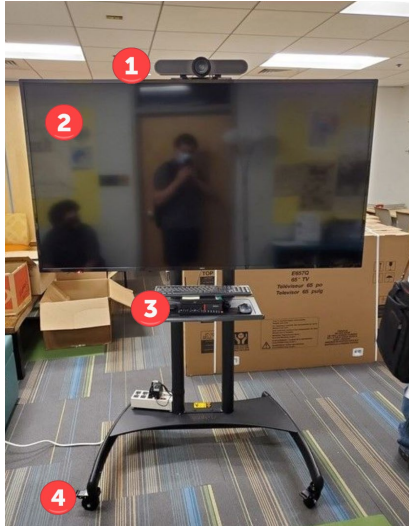


# Classroom Quick Start Guide

## Mobile Cart Setup

### Cart Design (Front)



Mobile Cart Diagram

Figure 1

1. Camera & Speaker Bar
2. 65" Television
3. Lenovo Tiny Computer, Wireless Keyboard & Mouse
4. Cart Wheels



Camera Remote Diagram

Figure 2

1. Volume Up/Down Keys
2. Directional Buttons with Home Button in the Center
3. Camera Zoom In/Out Buttons

The camera is designed to scan the room for bodies in the frame every 30 seconds to look for people in the classroom. It will automatically adjust to attempt to get as many people in the frame as possible.

Figure 1

Figure 2

### Tips & Tricks

- Volume controls for mic/speaker are controlled in Windows. Please do not adjust knobs on the devices.
- Please remember to return keyboard, mouse and presentation remote to the podium and turn off each device.
- Reiterate questions asked in class that students ask for online learners.

### Technical Support

#### General Technical Support Assistance

Contact the Help Center 410-617-5555 or visit on the web at: <http://ots.loyola.edu>

#### How can I get technology help in the classroom?

Please call 410-617-2255 – This is a dedicated line for classroom technology issues.

Visit [www.loyola.edu/kb/classroomtechnology](http://www.loyola.edu/kb/classroomtechnology) for more self-help articles, guides & videos

If the batteries are low or not working in the wireless keyboard or mouse, please call the classroom support hotline.

# Classroom Quick Start Guide

## Mobile Cart Setup

### Step by Step Instructions (Back)

#### A. Starting up the Mobile Cart

*Powering on the mobile classroom carts is easy!*

**Step 1:** Plugged in & Ready to Go

**Step 2:** Move to desired location in room (please do not remove carts from room)

**Step 3:** Power on the Lenovo Tiny Computer

**Step 4:** Remove Wireless Keyboard / Mouse from sack (We encourage putting items back after use)

**Step 5:** Power on Wireless Keyboard and Wireless Mouse

**Step 6:** Login to computer using your Loyola credentials



Figure 3

#### B. How to on the wireless keyboard/mouse

**Step 1:** Locate the wireless mouse/keyboard

**Step 2:** Make sure the turn buttons to be aligned to the on position for each device

#### C. How to login to the computer

**Step 1:** Press CTRL+ALT+DELETE on the keyboard to unlock. Enter your Loyola credentials.

*Figure 4*

**Note:** When first logging in, you will receive several prompts to login to such as Microsoft Teams, OneDrive, Expandrive. It is best practice to log in and not ignore these windows.

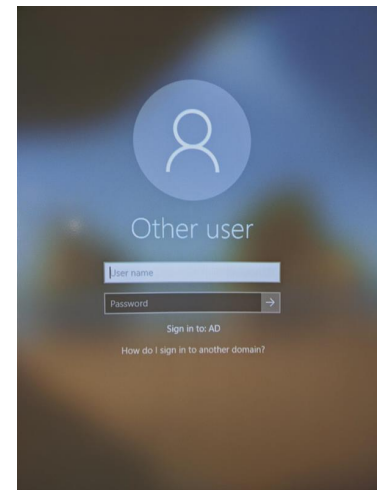


Figure 4