

# Start Guide

1. Put the cart where you want it in the classroom

2. Plug in the cart.

3. If the computer does not start automatically when plugged in, press the power button on the computer located on the back of the cart. A light indicates when it is on.

4. While the computer is starting, make a quick visual check of all cords and make sure they are connected to something. There should not be plugs or parts disconnected.

5. Turn on the TV. If the TV is searching for an input, wait for the opportunity to choose "Setup" then choose "PC" using the TV remote.

6. You MUST sign in to the computer. Use your TigerMail credentials. If a colleague forgets to sign out, you may sign them out by clicking the "Start" button in the lower left-hand corner and choose "Sign Out". After that you will see in the lower left-hand corner an opportunity to click "Other user".

7. After getting signed into the computer, you will need to sign into the Zoom application. When Zoom is open, it is advisable to pin the application to the taskbar by right

clicking the icon in the bottom taskbar while the app is open and choosing "Pin to Taskbar". This will make the app easy to find every time you log into this computer. NOTE: This needs to be done on EACH COMPUTER YOU SIGN INTO. When signing into Zoom, use "SSO Sign in" and use **OBU** for **company name**. Each computer you use should remember these settings and will be tied to your profile. Once again, you will need to sign into each computer you use.

8. Cart placement: It is advisable to practice and make a 1-minute Zoom recording to find what works best for you and do this for each classroom in which you teach. Check the quality and make adjustments that fit your classroom and teaching style. Collaborate with your colleagues, they are in the same boat.

9. Recommendations: **A)** Go to each station and log into the computer. Launch and "Pin" the following apps to the "Task Bar": Zoom, Outlook, Chrome, and Control Panel. These either take time to open the first time or can be difficult to find in a hurry. If in Zoom is in full screen, these will be easily available to you. **B)** Log out, and if the cart is not being used the next hour, turn the computer off. **C)** Practice in each space you will use. **D)** Be early as you may need to set up the room to your specifications. **E)** Ask questions and educate yourself now.

10. Support: [support@obu.edu](mailto:support@obu.edu)

