

SETTING UP THE CLUB COMPUTER FOR MEETINGS

HARDWARE CONNECTIONS:

NOTE: MAKE SURE ALL OF THE COMPONENTS ARE CONNECTED and/OR turned on BEFORE you turn on the main computer. They are detected AT LAUNCH by the computer - like the Bluetooth speaker - and need to be ON so the computer can detect any bluetooth or infra-red signals.

If you need POWER: please plug-in and use the laptop's power cord. It is located in the bag, along with an extension cord. There are also additional extension cords, and other utility cables in the drawers underneath the food service counters in the room.

The connections are fairly straightforward as seen on the photo I have provided.

IF the CLICKSHARE DOESN'T WORK, you will then need to use an HDMI cable to plug the laptop directly into the back of the TV in the meeting room. That is a little more involved and you may need to enlist someone from the front desk at the Hyatt to help with that workaround, or any other tech glitches.

STARTING UP THE LAPTOP:

After you hit the space bar, a Lock Screen will ask you for the laptop PIN which is 6970. If you ever forget, it is the 4-digit number of our DISTRICT

Once you are in the main screen, you will have access to all of the SHORTCUT icons at the bottom of the screen: POWERPOINT, WORD, ZOOM and CHROME. The only TWO shortcuts you will use for any meeting are POWERPOINT and ZOOM

POWERPOINT: You can either use the bottom icon to open the program OR you can double click on the PPT presentation file itself which will also launch the program.

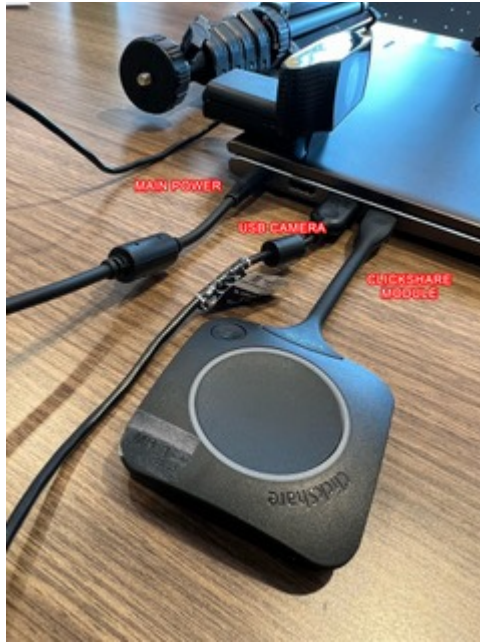
ZOOM: has a recurring meeting already scheduled. All you need to do is press START which is highlighted in blue and make sure that you set the camera and microphone to the DEFAULT settings = SAME AS SYSTEM. The default Meeting ID and PASSWORD are:

Meeting ID: 827 4840 0304

Passcode: 247222

Once Zoom is started, you can minimize the window and move it to the top left of the PowerPoint presentation, so it is somewhat out of the way of the main presentation content.

NOTE: IF the laser pointer isn't working it is because the ZOOM screen is taking priority as the topmost "layer" program. Whoever is driving the laptop, all you need to do is mouse-click anywhere on the presentation screen and THAT changes the priority back to PowerPoint and the laser pointer will work properly again. Remember when ZOOM is open, even though it is minimized, is still an active program window and the operating system recognizes that.



MAIN POWER

USB CAMERA

QUICKSHARE MODULE



LASER POINTER USB



JBL BLUETOOTH SPEAKER

USB CAMERA

TELESCOPING USB CAMERA STAND

CLUB LAPTOP, PIN 6070

USB LASER POINTER

QUICKSHARE MODULE

USB MOUSE (OPTIONAL)

