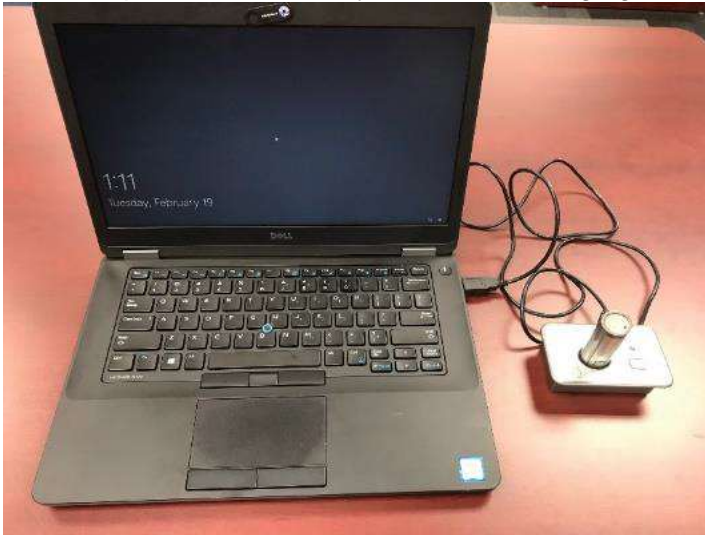# CART INSTRUCTIONS FOR STUDENTS

Before Class (at home):

1. Put the microphone into the base.
2. Plug in the USB cord to the base of the microphone.
3. Plug in the USB to the laptop.
4. Plug in the laptop to fully charge it (overnight is best). Make sure the green light is lit on the microphone. That tells you that it is charging.
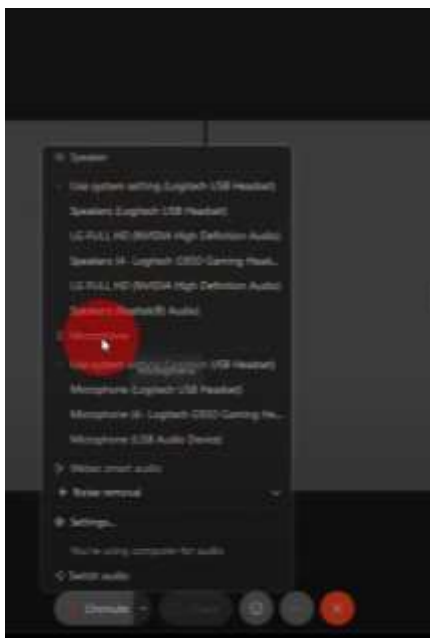

In Class:

1. Place the microphone into the base.
2. Plug the microphone base into the laptop.
3. Turn on the laptop.
4. Connect to the internet:
5. Find the available internet connections
6. Select NOVAwifi or Directory
   a. The first time you try to connect to wi-fi, you may be asked to enter your username and password. Type: directory\MyNOVA username, then your MyNOVA password.
5. Open an internet browser and go to myNOVA and go to your student email.

6. Find the email from the Interpreter Services Office with the Webinar link for your class. Open that email and click the link.
7. When it is time to join the session, enter your full name and email address (your NOVA student email.)
8. Click "JOIN". Webex may take a minute or two to load.
9. When asked if you want to join the audio conference, click yes.
10. Take the microphone out of the base.
11. If the microphone and the base do not blink green, press and hold the button on the microphone for five seconds. The microphone and base should both light up green.
12. A dialog box should come up saying "unmute", click unmute. If there is an X in the white box, click on it. The X will go away.
13. You can chat with the captioner to see if he/she can hear through the microphone.
14. Give the microphone to your professor to clip on his or her shirt. The microphone should be no more than six inches from their mouth.
15. When the professor begins to speak, you will see the words come up on the blue screen.

If the microphone does not work properly, click on the arrow on the "Unmute" button. This will open the microphone settings. Make sure the microphone selected is the RevoLabs microphone (and NOT your computer's internal microphone.)

More Information:

Please review the video [Getting Classroom Captions via Webex](#) to learn how to chat with the captioner, to adjust the size of the caption screen, and to learn more about using Webex!