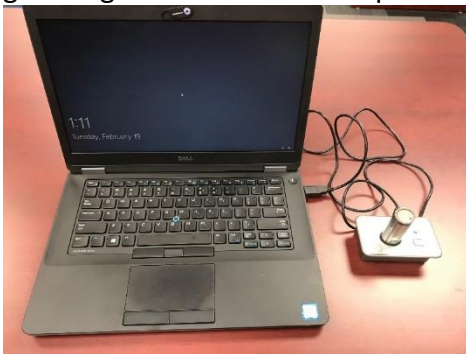


CART INSTRUCTIONS

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).*
- *Leave the computer turned on, or for some computers, in sleep mode. Make sure the green light is lit on the microphone. That tells you that it is charging.



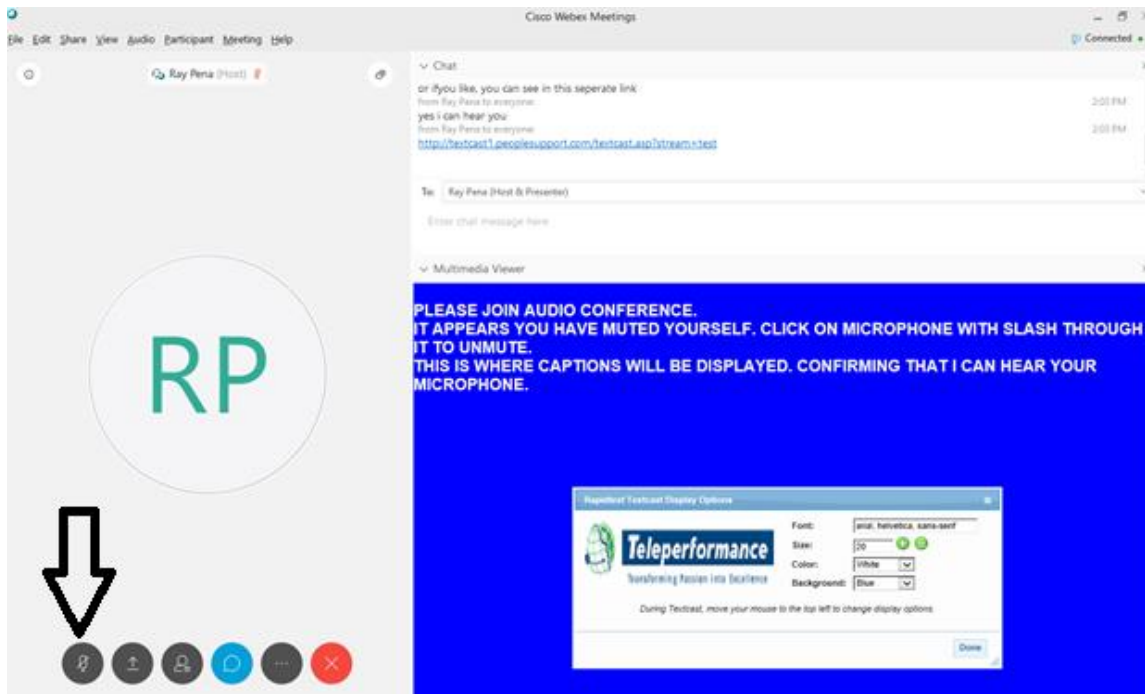
When You Get to Class

1. Place the microphone in the base.
2. Plug the microphone base into the laptop.
3. Turn on the laptop.
4. Find the available internet connections.
5. Select NOVAwifi (if the computer does not recognize NOVAwifi, select Directory)*. If you are already connected to Wi-Fi, you can skip steps 4 and 5. **
*** The first time you try to connect to Wi-Fi, you may be asked to enter your username and password. Type: directory\MyNOVA username; MyNOVA password.
6. Once you are connected to the Wi-Fi, open a browser. (Explorer, Google Chrome, Mozilla, Safari, etc.)
7. Go to MyNOVA.
8. Go to your student email.
9. Find the email with the Webinar link – open the link.
(If you have the Webinar icon on your desktop, you can skip steps 6, 7, and 8.)
10. When you see it is time to JOIN the session, enter your full name and email address (NOVA student email).
11. Click: JOIN (WebEx will take a minute or two to open up).
12. When asked if you want to join the audio conference, click yes.
13. Take the microphone out of the base.
14. If the microphone and the base do not blink green, press the button on the microphone, count to five, and then take your finger off the button. The microphone and base should be lit up green.

15. The dialog box should come up that says, “Unmute” – click “Unmute”. If there is an X in the white box, click on it. The X will go away.
16. You can CHAT with captionist to see if she/he hears through the microphone.
17. Give the microphone to your professor to clip on his or her shirt. The microphone should be about 6 inches from their mouth.
18. When the professor begins to speak, you will see the words come up on the blue screen.

IF THE MICROPHONE DOES NOT WORK PROPERLY, YOU CAN UNPLUG IT AND SEE IF THE CAPTIONER CAN HEAR THROUGH THE INTERNAL MICROPHONE. THAT MICROPHONE IS BUILT INTO THE COMPUTER.

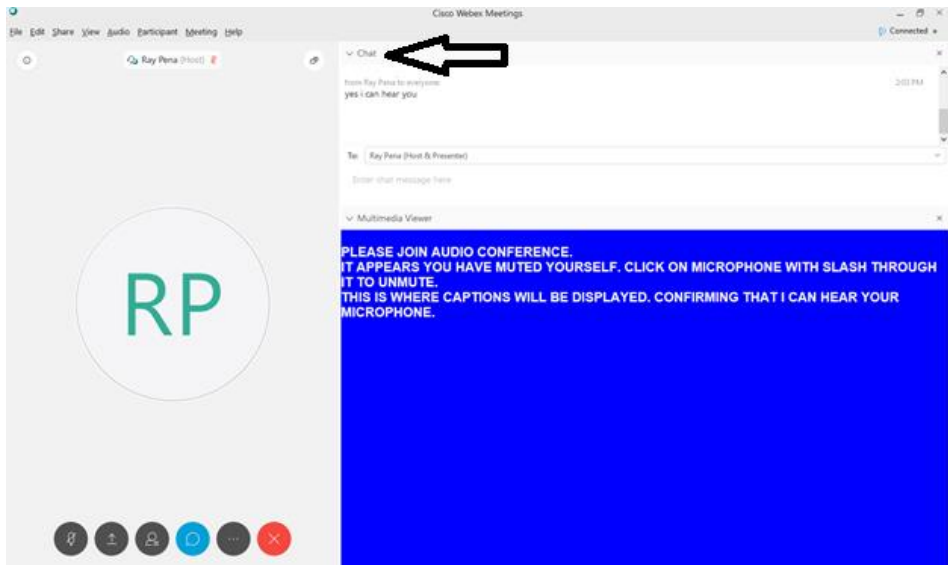
IF YOU LOSE THE INTERNET CONNECTION OR THE WEBINAR, YOU CAN LOG OUT OF EVERYTHING AND START OVER.



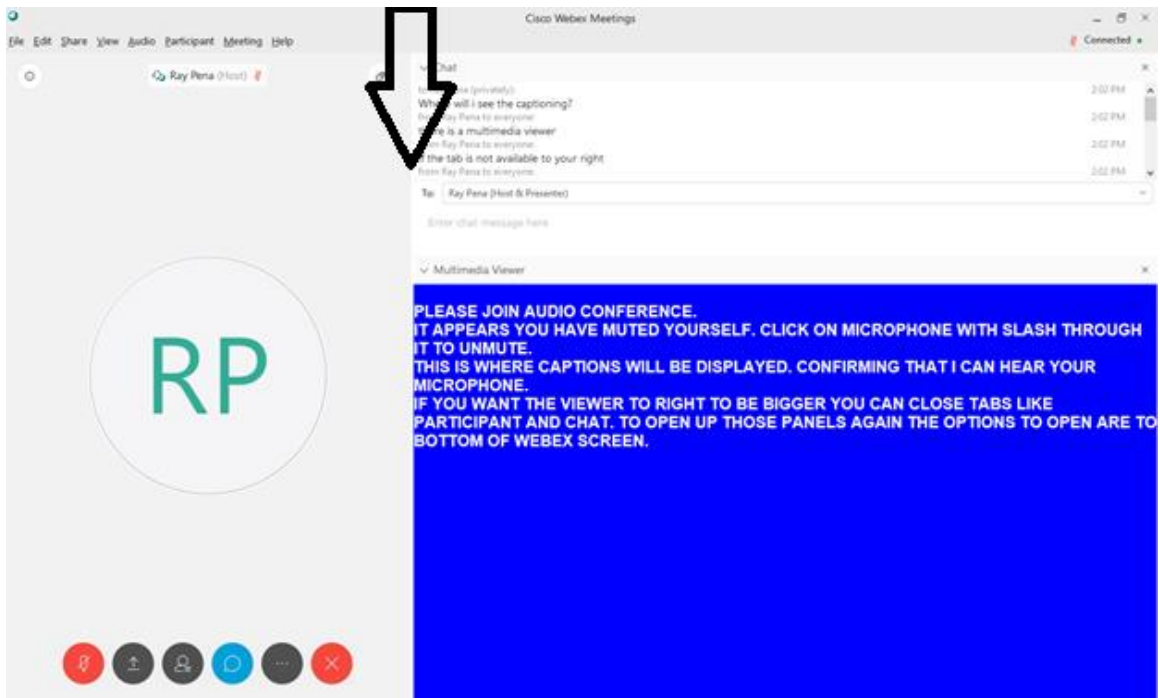
Microphone – click to make sure it is not on mute (will be red if it is on mute).



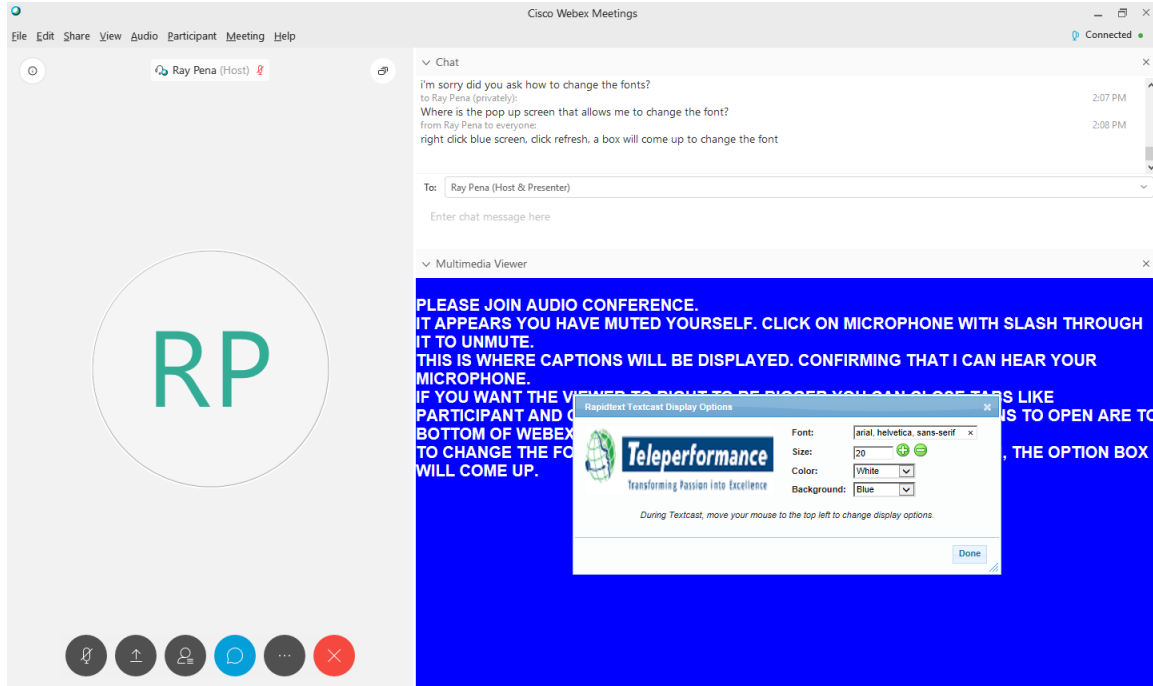
This microphone is mute. Click the microphone icon to unmute.



Chat – to communicate back and forth with the captioner.



To make the text box (blue screen) larger, click on the line and drag it to the left.



To change the font, right click on the blue screen, click Refresh and the Option box will come up.