

**BRING YOUR CHARGED IPHONE** and optional charging cable

**GET TV & HAVE CABINET UNLOCKED:** Go to counter and ask:

1. to have television rolled into the meeting room. *Make sure the remote is with the television. Place the TV to the right side of the room (left to the presenter, right to the audience)*
2. the NCSFA cabinet unlocked (*retrieve NCSFA tool box. Lock Hint: Text Kathryn for the combination*)

**PLUG TV INTO WALL:** plug HDMI cable into TV, and extension cord into the wall. Turn on TV.

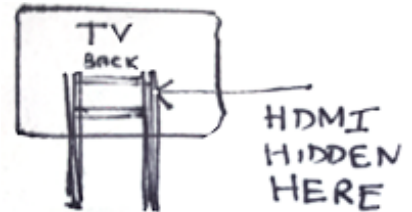
**PLUG IPHONE INTO TV:**

1. Use the black HDMI cable together with the white colored Lightning\* adapter. (*This cable is kept in the small brown box. You may store cable and adapter together there after use.*)

2. Plug HDMI cable into HDMI 2 slot on the right side of back of TV. The slot is middle, behind the TV-stand frame.

3. Plug white adapter into HDMI cable and lightning-end into iPhone.

\* The latest model iPad/iPhone adapter is called the lightning adapter. It can be left plugged into the cable, or stored in the tool box tray after use. If you are using an older iPad/iPhone, there is also an older style adapter provided. *These adapters are very expensive; handle with care.*

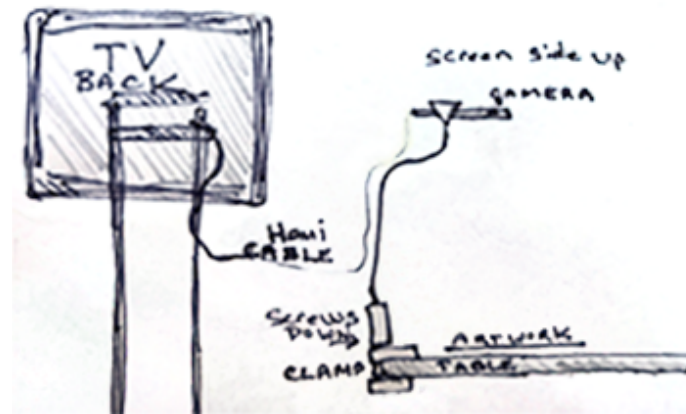


**GOOSENECK IPHONE STAND:** Choose one of the 2 stands inside the toolbox.

The blue & white stand is shorter, can be used for demos that need only 14x18" area to present.

*If this is used, it only needs to be unfolded.*

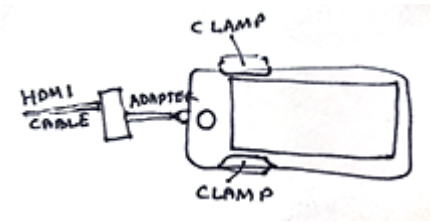
The taller stand must be used when the demonstrator uses a large area. *It comes in two pieces and must be screwed together.*



**IPHONE SET UP:**

1. Settings: General > Auto Lock > NEVER
2. Set Orientation to Landscape (*Lock Landscape*)
3. Open Camera App
4. Make sure the Camera frame is set to PHOTO
5. Place the phone into the clamp, screen side up, with clamp closer to home-button end—not in the middle—so that the camera is further away from the gooseneck stand.

**CLAMP GOOSENECK IPHONE STAND TO LEFT SIDE OF TABLE,** screwing the (white plastic column) clamp down tight. If necessary, use the wire ties to keep the cable out of the way



**USE TV REMOTE TO** Set TV to Wide screen:

1. Push INPUT button > Arrow down to HDMI 2 > select ENTER SET TV Screen Width
2. *This step is usually not necessary. However, if the TV picture looks cramped: Push PIC SIZE button > Arrow down to THEATER WIDE 1 > select ENTER*

## NCSFA CAMERA-TV SET UP

### TIPS

*After the demonstration, be sure to place all items neatly back into toolbox,  
lock the toolbox,*

*and place on our NCSFA shelf in cabinet.*

*Ask staff to lock the cabinet so that all is securely stored for the next meeting.*

*Avoid Zooming the camera: Zooming the camera degrades the picture quality. It is better to adjust lowering  
the height of the camera.*

*\*\*Optional--If you bring your own charging cable with an extension cord you can keep the battery charged  
by plugging it into the second outlet on the lightning adapter.*