

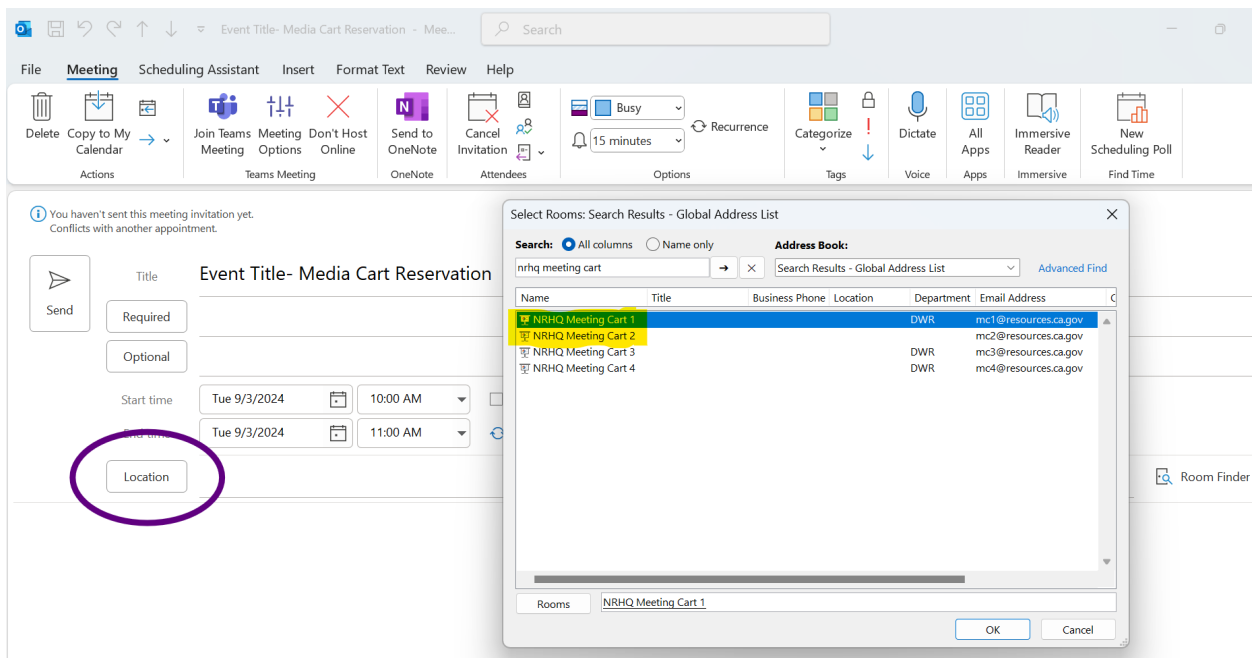
## Guide to the CNRA Media Carts

### Introduction

Media carts are hybrid devices that facilitate meetings only in the second-floor conference rooms. To book a media cart prior to your event, you must use the Outlook calendar to create a meeting and select the media cart as a “Location.” The following is a list of the media carts currently available through Outlook:

- NRHQ Meeting Cart 1: mc1@resources.ca.gov
- NRHQ Meeting Cart 2: mc2@resources.ca.gov

The fastest way to find the carts is to select the address book titled “Global Address List” and type “NRHQ meeting cart” in the search bar. In addition, please disregard NRHQ Meeting Carts 3 and 4 as they are not available for use. Please reference the image below to see how your screen should look when you successfully find the media carts on Outlook:

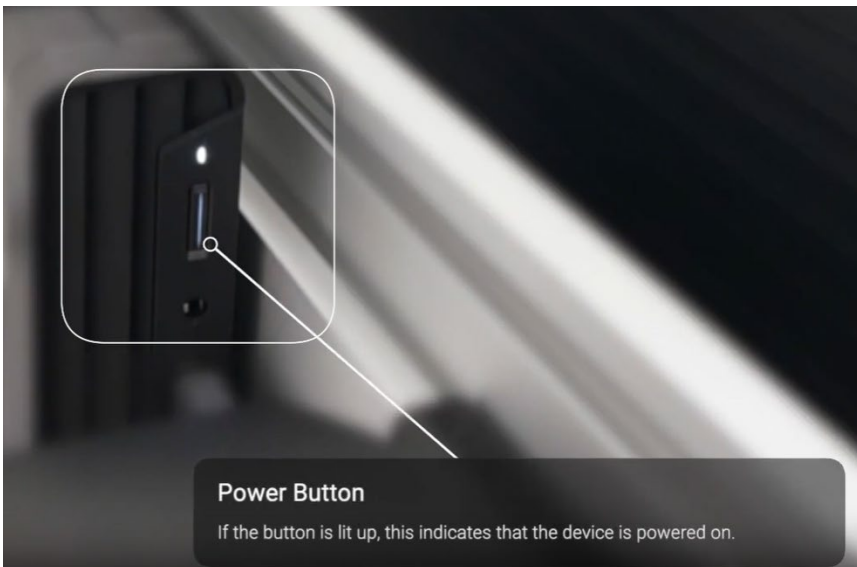


### Part 1: Media Cart Set-up

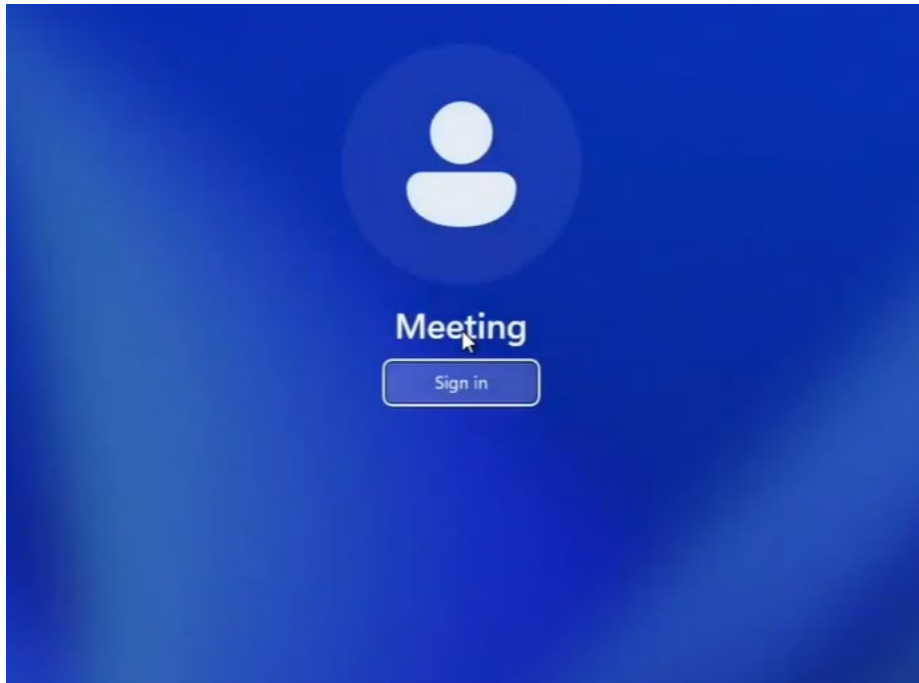
- Please plug in the media cart to the nearest outlet.
- The power supply is on the back on TV. Press the on button to start the media cart.



- If the red power supply button is not lit up, then the media cart is not powered on.



- The PC is mounted next to the power supply. Press the power button to turn on its LED light. A solid light indicates it has been turned on properly.
- Please use the TV remote to start up the content on the display screens.
- You should automatically be signed into your account. If you are not, click on the screen to sign in.
  - Make sure user “Meeting” is used to sign in, not “Admin.”



- Locate the mic puck on the media cart's floating tray. The center button is used to mute and unmute the microphone.
  - When the button is red, the mic is muted.



- The TV remote does not control the volume. Please use the volume buttons on the keyboard or desktop task bar.

## Note

If you need to increase or decrease the volume on the mobile cart, please do not use the TV remote. The TVs are not linked to the mobile cart soundbar.

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### Part 2: Meeting Overview

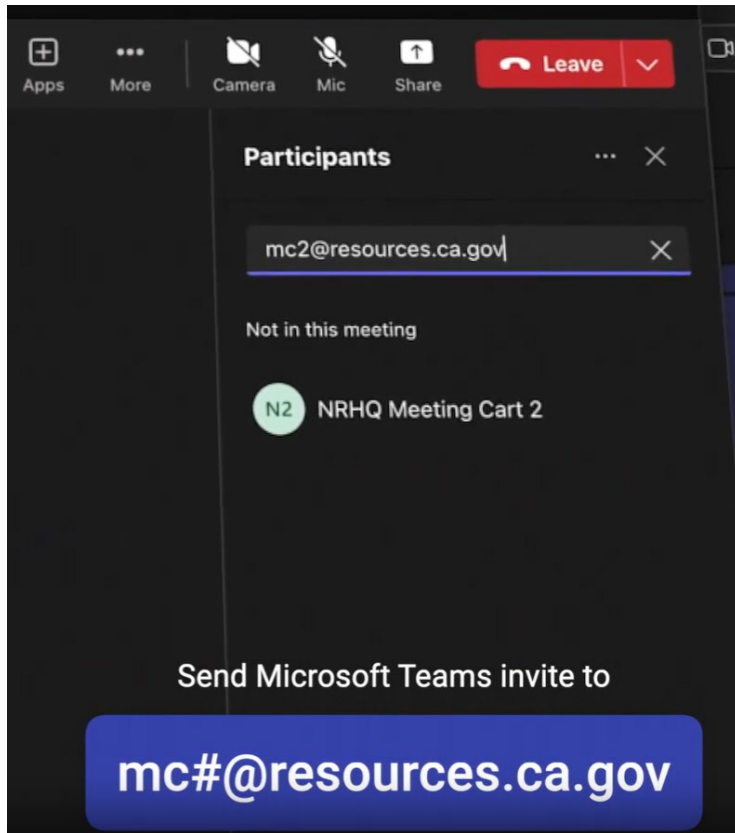
- Please do not use the PA at the same time as a media cart. Use the media cart only. Please mute personal computer audio and microphone. Alternatively, you can select “Don’t use audio” when joining the teams meeting.
  - These practices will ensure the best meeting experience and prevent feedback.

## ADDITIONAL AUDIO SETTINGS

- 1** DON'T MIX THE PA WITH MOBILE CART
- 2** MUTE PERSONAL COMPUTER AUDIO & MIC

### Part 3: Microsoft Teams Meetings

- Invite the media cart to the Teams meeting by adding the cart’s email found in the upper left corner of the screen to the attendee list.
- Please join the meeting from the Outlook Calendar or add the cart to an existing meeting by searching its name under “Participants” and click request to join.
  - The media cart will receive a call. Please answer the call from the cart to join the meeting.



#### Part 4: Zoom Meetings

- Please double click the Zoom app from the desktop.
- Select “Join a Meeting.”
- Please enter the meeting ID and select the join button.
- Next, enter the meeting passcode and click “Join Meeting.”

#### Note

Unfortunately, there is no centralized support for these mobile cart systems. This system is just a normal PC running with Windows OS. For troubleshooting, please contact your local tech support for assistance.

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## Best Practices

- The media carts are located in the corridor next to the 2-221 room suite.
- If you utilize the media cart, it is your responsibility to place it back in its original location.
  - Note: Agencies with bookings made by the concierge on their behalf are still responsible for picking up and returning the media cart.
- CNRA IT and DGS are not in charge of moving or operating the media carts. You must supply your own team to manage the media carts.
  - Note: DGS will not assist with hybrid capabilities in the second floor conference rooms.
- Please have a member of your IT team available to manage the media cart for your event.

## References

The following QR code leads to a video tutorial of Parts 1-4 on how to use the media carts:



For assistance with the media carts, please contact the CNRA concierge who is located in the first floor lobby:

- CNRAconcierge@resources.ca.gov
- (916) 769-2687