Digital Learning Lab: Setting up and closing down

Setting Up
1. If the instructor computer is not on, press the power button at the top right corner of the keyboard. If it is on, proceed to Step 2.

2. If XPanel doesn’t open, single click the Xpanel icon in the dock. (Do not double click.) If XPanel gives errors, close it, wait a few seconds, and then try again.

3. Click Wireless Presentation to All.

4. Minimize XPanel,

5. Click the AirMedia icon in the dock.

6. Wait about 5 seconds for the program to boot. If an error message displays, click "OK."

7. In the AirMedia menu, replace 0.0.0.0 with 137.159.36.46 but do NOT click Connect yet.

8. Click anywhere on the desktop outside the AirMedia menu to make the dropdown menu disappear.

9. Locate the 4-digit code displayed in the top right corner of the television screens.

10. Click on the AirMedia Login box to make it active. Enter the 4-digit code in the Login Code box indicated below. Click Connect.

11. The laptop will now display on all screens in the room. You may now proceed with your lesson plan!

Instructions for closing down the lab are on the back!
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**Closing Down**
1. When finished teaching, pull up XPanel and click **Lab Mode**.

![XPanel](image)

2. Quit XPanel from the dropdown menu at the top left corner of the desktop as shown below.

![Quit XPanel](image)

3. Click the stop button on the AirMedia display and close it.

![AirMedia](image)

4. Quit AirMedia from the top right menu of the desktop.

![AirMedia](image)

5. Click **OK**.

![OK](image)

6. Shut down the computer using the dropdown menu from the Apple icon at the top left corner of the desktop.

![Shut Down](image)

7. Click **Shut Down**.