## **BON SECOURS MERCY HEALTH**

Information & Technology MacBook Pro Guide

## **Connect a Bluetooth Device with Mac**

Connect your Mac with a Bluetooth keyboard, mouse, trackpad, headset, or other audio device.

- 1. Make sure the device is turned on and discoverable (see the device's documentation for details).
- 2. On your Mac, choose Apple menu > System Preferences, then click Bluetooth
- 3. Select the device in the list, then click **Connect**.

If asked, click **Accept** (or enter a series of numbers, then press **Enter**).

You need to connect your Mac with the device only once. The device remains connected until you remove it. To remove a device, Control-click its name.

You can also connect a Bluetooth device to your Mac by clicking the Bluetooth status icon in the Control Center or menu bar and choosing the device.

#### **Use AirPods with Mac**

When your AirPods are nearby and ready to use with your Mac, you can use them to listen to music, use Siri, or handle phone calls.

## If your AirPods are connected with your iPhone

If you already connected your AirPods with your iPhone, they're ready to use with your Mac (your Mac must support Handoff and you must be signed into iCloud using the same Apple ID).

- 1. Open the AirPods case.
- 2. Click the Sound control (in the menu bar on your Mac, then choose AirPods.

## **Connect your AirPods with your Mac**

If your AirPods are not connected with your iPhone, you can connect them directly with your Mac.

- 1. With your AirPods in their case, open the lid.
- 2. Press and hold the setup button on the back of the case until the status light flashes white.
- 3. On your Mac, choose Apple menu > System Preferences, then click Bluetooth
- 4. Select AirPods in the Devices list.
- 5. If your AirPods support it, click Enable to be able to say "Hey Siri" to start using Siri with your AirPods.

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- 6. If asked whether you want to improve Siri and Dictation, do one of the following:
  - Share audio recordings: Click Share Audio Recordings to allow Apple to store audio of your Siri and dictation interactions from this Mac. Apple may review a sample of stored audio.
  - Don't share audio recordings: Click Not Now.

#### **Mac Help**

Mac Help is an internal application on your computer designed to provide assistance. It is important to note, that the Help application is contextual. The contents change depending on which application you have open.

- 1. Click **Help** in the menu bar at the top of the screen.
- 2. Type the subject or issue you'd like help with in the Search field.





- 3. Click a search result from the list.
- 4. Click on a related link to open a specific app or program relating to your issue.

### **Apple Support**

Apple has a robust resource library, containing specific help articles for users.

- 1. To access Apple Support, open a browser and enter the following website: https://support.apple.com/mac/macbook
- 2. Scroll to the bottom of the page and utilize the "Search for More Topics" query.