Getting Started with Classroom Technology in Bldg. 1700

For Assistance:
UDit Help Desk — 937-229-3888
How to use...

The Classroom Support Phone

Contact Us
Telephone: 937-229-3888
Fax Number: 937-229-4000
helpdesk@udayton.edu

Immediate Assistance Hotline Phones

1. Need our help right now? Pick up the classroom support phone near your classroom
2. No need to dial. We'll answer.
3. Be sure to provide the following information:

<table>
<thead>
<tr>
<th>Classroom POC</th>
<th>Building/Classroom Location</th>
<th>Contact Phone #</th>
<th>Issue</th>
</tr>
</thead>
</table>
How to...

Access the Windows 7 Desktop

Login to the Classroom Workstation

1. Press the **Ctrl+Alt+Del** keys simultaneously and release

2. The login screen should say “Log on to this computer”, if not, select the “computer only login” option under the username and password fields.

3. Enter the Username: **faculty**

4. Enter the Password: **F@culty1**
Access Your Network (Novell) Files

Login to the Campus Network

1. Right-click the Netware Services icon (N) in the lower right corner of your screen
2. The Netware Services menu will appear; select “Novell Login . . .”
3. Enter your Novell/LDAP username and password
4. Click OK (a status window will open to display the login process and close when fully completed)
Using Your Guest Access

With your guest access log in information, you can log in to the UD Network.

How to:

Once your wireless card is turn on, you will be prompted that networks are available.

Select the network labeled “UD Wireless”

Once your network is selected, you will be prompted to login by the following:

When you open your web browser you will be prompted by the following. Enter the guest account username and password and press Sign in.

Make sure that you are putting your username in with all lowercase letters.

If you are having trouble logging in or receive an error please contact your University of Dayton host to verify log in information.
How to use...

Data Projector Controls

Mute Function

Select MUTE to temporarily blank the projected image. Press again to restore the image.

The MUTE LED lights when mute function is on. MUTE will deplete the life span of the projector lamp.
How to use...

Data Projector Controls

**Power**

To power the projector ON/OFF press **POWER**. The LED lights when projector is on.

The **POWER LED** flashes during the projector warm up/cool down period. Wait for flashing to stop before pressing the **POWER** again.
How to use...

Data Projector Controls

Sound

Turn the knob to adjust **AUDIO** volume. The LED flashes when minimum or maximum levels have been reached.
How to use...

Data Projector Controls

Input

Select what **INPUT** to display.
LED light signifies what **INPUT** is selected.
How to use...

VCR Controls

Select MENU to enter the VCR’s menu.

Select ENTER to commit a selection on the VCR menu.

Select the VCR function.

Use directional buttons ▲ ▼ ▶ ◀ to navigate through the VCR’s menus.
How to use...  

**DVD Controls**

Select the **DVD** function.

Select **MENU** to enter the DVD’s menu.

Select **ENTER** to commit a selection on the DVD’s menu.

Use directional buttons ▲ ▼ ▶ ◀ to navigate through the DVD’s menus.
How to use...

Smart Board Technology

1. Touch-sensitive surface
2. USB connection
3. On-Screen Keyboard, right mouse and help buttons
4. Expansion slot
5. Pens
6. Eraser
7. Pen Tray
How to use . . .

Smart Board Technology Icons

- **Notebook Software** Capture an area of the screen into
- **Stop using other tools and return cursor to mouse mode**
- **Write or Draw in Digital Ink**
- **Highlight an area of the screen with Translucent ink**

- **Undo your Previous Action**
- **Undo your Previous Action**
- **Erase Digital Ink**
- **Make your next press on the interactive white board a right click**
How to...  

Safely Remove Your Flash

Use your mouse to right-click the icon in the activity tray. Click the Safely Remove Hardware command using your left mouse button. Click the Eject USB Disk.

A message box will pop up letting you know it is now safe to unplug the USB flash drive from your computer. Click OK then click Close button.
How to use...  

**Document Camera Quick Reference Guide**

**POWER**  
Press grey power button

**LIGHT**  
- Move switch to left to light subject  
- Move switch to right to turn off light

<table>
<thead>
<tr>
<th>LED Color</th>
<th>Indicates Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GREEN</strong></td>
<td>Normal</td>
<td></td>
</tr>
<tr>
<td><strong>RED</strong></td>
<td>Standby</td>
<td>Press power button to activate</td>
</tr>
<tr>
<td><strong>ORANGE</strong></td>
<td>Incorrect input</td>
<td>Switch input from TV to VGA or contact support for assistance</td>
</tr>
</tbody>
</table>
How to use...

Document Camera Quick Reference Guide

ZOOM +/-
Press to increase or decrease image of subject

AUTO FOCUS
Press and lens automatically adjusts for best image of subject
**How to . . .**

**When Class is Over: On, Off, and Out**

Leave computers **powered on**. This allows us to run updates and maintenance routines at night (and not during your class time!)
How to . . .

When Class is Over: On, Off, and Out

Power projectors off at the end of your class to save bulb life (if prompted to confirm the shutdown, press the power button a second time)
How to . . .

Log out before you leave to ensure other faculty and/or students don’t inadvertently gain access to your Novell drives. Use **Ctrl+Alt+Del** to access the logout command.