Classroom Technology: Alumni Hall
• Press CTRL + ALT + DEL to open the Login Screen
• Enter “faculty” for the username and don’t put anything for the password in the provided fields
• Hit Enter key, or click arrow to login

If this is your first time logging into the PC, it may take a minute to create your account—this is normal
Upon logging into the Podium PC, a webpage will soon load the Network Access page.

How to:
1. Enter “faculty” for the username and don’t put anything for the password in the provided fields.
2. Click Log-In.
3. Upon successful login, you will then be redirected to the UD Porches login page.
4. You now have full internet access and can navigate to your desired website from this page. (Porches login is not mandatory.)
Using your own laptop or a UD-provided laptop, you can login to UD’s wireless network

How to:

1. Make sure your wireless adapter is turned on
2. Select the “UD Wireless” network
3. Open your web browser
4. Your web browser will open the Network Access page
5. Click on University Log-In found under the TEMPORARY ACCESS TO THE UD WIRELESS NETWORK heading
6. Enter “faculty” for the username and don’t put anything for the password in the provided fields
7. Click Log-In
How to (Continued):
8. Upon successful login, you will then be redirected to the UD Porches login page.
9. You now have full internet access and can navigate to your desired website from this page. (Porches login is not mandatory)
To access your shared (Novell) drive from the Desktop Shortcut:

- Double-Click the Novell Login shortcut icon on the desktop
- The Novell Login will appear
- Enter your Novell/LDAP username and password
- Click OK (a status window will open to display the login process, it will close when fully completed)
- Your shared drives will now appear in Windows Explorer under “Network locations”
DATA PROJECTOR CONTROLS

Power

To power the projector ON/OFF, touch DISPLAY POWER.
The DISPLAY POWER button flashes during the projector warm up/cool down period, wait for flashing to stop before pressing POWER ON/OFF again.

The SCREEN UP/DOWN manually makes the screen go up/down.
Press DISPLAY MUTE to temporarily blank the projected image. Press DISPLAY MUTE again to restore the image.

DISPLAY MUTE will be backlit in red when the projector is muted. The DISPLAY MUTE function reduces the life span of the projector lamp — use with caution.
Select which **INPUT** to display on the projector. The selected input will be lit red.
Dial the VOLUME dial clockwise to raise the volume, dial it counter-clockwise to lower it.

Make sure the volume at your selected input is turned up and not muted before adjusting room audio.
Select the center button to commit to a selection on the DVD or Blu-ray Player's menu.

Use the directional buttons to navigate through the DVD or Blu-ray Player’s menus.

Play, Pause, Search, Forward, and Search Back functions for VCR, DVD or Blu-ray

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Select the CATV Tuner input first!
Additional inputs HDMI, Laptop (VGA), and AUX can be used to connect devices such as laptops, DVD/VHS players, and cameras. Make sure to select the appropriate input on the control panel to display to the projector.
DATA PROJECTOR CONTROLS

LAPTOP

Ensure that you have already selected the VGA or HDMI input

Connect your laptop via VGA or HDMI cable

For VGA, connect the audio cable to the laptop’s headphone jack
If your laptop is not being displayed to the projector, double-check the following:

1. Make sure the laptop is connected via VGA or HDMI cable and that the connections on each end are secure
2. Make sure the projector has been turned on, and that you have selected the correct input based on what cable your laptop is connected to (VGA or HDMI)
If your laptop is still not being displayed and you have a Windows PC, it may be necessary to perform an additional step:

1. Press the Windows key and the “P” key at the same time
2. Select “Duplicate”
Ensure that you have already selected the Laptop input

1) Connect your Mac via VGA cable or HDMI cable (you will need the appropriate adapter for your Mac)

2) For VGA, Connect the audio cable to the Mac’s headphone jack
If your Mac is not being displayed to the projector, perform the following steps:

1. Unplug the Mac’s VGA or HDMI adapter and plug it back into your Mac. This will resolve most issues.

2. If Step 1 is not effective, perform the following:
   - Click the Apple icon. Then select “System Preferences”
   - Click “Displays”
   - Select the “Arrangement” tab and then check the “Mirror Displays” box

3. If Steps 1 and 2 are not effective, reboot your Mac.
**DOCUMENT CAMERA**

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

<table>
<thead>
<tr>
<th>LED Color Indicates Status</th>
<th>Green</th>
<th>Red</th>
<th>Orange</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal</td>
<td>PRESS</td>
<td>Standby</td>
<td>Incorrect input</td>
</tr>
<tr>
<td>Press power button to activate</td>
<td></td>
<td>Press power button to activate</td>
<td>Switch input from TV to VGA or contact support for assistance</td>
</tr>
</tbody>
</table>

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

- **AUTO FOCUS**
  - Press and lens automatically adjusts for best image of subject
NOTE: Make sure to select the Doc Cam input on the control panel to display to the projector.
SAFELY REMOVE YOUR FLASH DRIVE

- 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 the computer.
• Use the Podium PC; you won’t need to connect any cables
• Copy presentations to the desktop rather than running them from a USB drive. Delete the file when complete
• If using a Mac, have the correct adapter and test connecting it in advance (or schedule a technology review appointment!) UDiT does not provide these adapters
• Have a backup plan! Save presentations in multiple places (flash drive, Google Drive, Novell drive, E-mail)
Do not store sensitive data on the dedicated PC

Turn off room lighting

Remember any flash drives, belongings

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

Power projector(s) off at the end to save bulb life

Log out before you leave to ensure other faculty and/or students don’t inadvertently gain access to your Novell drives or internet session.
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.

IT Service Center
Anderson Center 028
Phone: 937-229-3888
Email: itservicecenter@udayton.edu
Classroom Technology Orientation

Appointments

- Request an appointment online
- Make request at least 48 hours in advance
- Appointments last 15-30 minutes

go.udayton.edu/classroomorientation

Scan QR code for more Classroom Resources!