HM 01
Classroom Technology

University of Dayton Information Technology
Classroom Support
Getting Started

Shuts down the entire system

Accesses advanced display setup

Mutes the projector

Touch anywhere on the screen to access “Select A Mode” Page

Select a mode. For normal room operation select “Presentation Mode”.

Use the up or down buttons to adjust room AUDIO volume. The center button will mute the room audio. Make sure that volume at the source is turned up and is not muted.

For assistance please contact Technology Support Services at 229-3888.
Presentation Mode

This room has the capability to display two different sources. To do this, choose each source you want to display and send it to the respective display.

Select which INPUT you would like to display, then press the destination for selected input (Projector / TV / Both).

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The Blank Projector button will mute the projector without muting the PC monitor.

SOUND
Use the up or down buttons to adjust room AUDIO volume. The center button will mute the room audio. Make sure that volume at the source is turned up and is not muted.
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**; leave the password blank
4. Click **OK**

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)

Gain Secure Access to the Internet

Login to the UD Network Authentication System
1. On startup a blue Cisco NAC agent box will appear.
2. Enter your LDAP username and password in the white boxes provided. Do not check “Remember Me”.
3. Click **Log In**
   - The agent will confirm the system meets UD’s security requirements.
   - Click **OK**
4. Before you leave the room log out of the workstation by pressing **Ctrl+Alt+Del** and clicking “logoff”.
Additional inputs 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.

For assistance please contact Technology Support Services at 229-3888.
Helpful Tips: Connecting a Laptop PC to the VGA Input

1) Connect your laptop to the VGA input via the VGA cable

2) Turn Projector on and press “Laptop” to display this input

3) Connect the audio end of the VGA cable into your laptop’s headphone jack. Make sure the opposite end is plugged in securely to the input plate.

If the image is not being shown on the projector, perform the following steps:

1) Press the Windows key and the P button at the same time

2) Select “Duplicate”
Helpful Tips: Connecting a Mac to the VGA Input

1) Connect your Mac to the VGA input on the podium (you will need the appropriate VGA adapter for your MAC)

2) Turn Projector on and press “Laptop” to display this input

3) Connect the audio end of the VGA cable into your Mac’s headphone jack. Make sure the opposite end is plugged in securely to the input plate

If the image is not being shown on the projector, perform the following steps:

1) Click the Apple Icon. Then select “System Preferences”

2) Click “Displays”

3) Select the “Arrangement” tab and then check the “Mirror Displays” box
DVD/VHS Combo Player Controls

Select the **DVD/VCR Combo** input for DVD/VHS playback.

Use the **VIEW DVD** or **VIEW VCR** buttons to switch between DVD and VHS playback.

Use directional buttons ▲ ▼ ►◄ to navigate through the DVD player menus.

Use the **MENU** button to jump to the DVD’s menu.

Use the **ENTER** button to confirm a selection.

Play, Pause, Stop, Prev, Next functions

For assistance please contact Technology Support Services at 229-3888.

DVD/VHS player can be found below podium.
Cable TV Controls

Select the **CATV Tuner** input for cable TV playback.

Use directional buttons ▲ ▼ ►◄ to navigate through channels.

Use “**OK**” button to confirm a selection.

Use the **NUMBER PAD** button to manually enter the TV channel you would like to watch.

There are three “favorite” channel presets.

For assistance please contact Technology Support Services at 229-3888.
To turn the displays ON/OFF press the POWER ON or POWER OFF button.

The SCREEN UP and SCREEN DOWN buttons will make the projector screen go up and down.

The NORMAL and WIDE buttons will change the aspect ratio of the LCD TV between standard (4:3) and widescreen (16:9) mode.

*NOTE: To access the Display Setup page, press the DISPLAY SETUP button on the main page.

For assistance please contact Technology Support Services at 229-3888.
Document camera is stored in drawer on side of podium.

Make sure to select the Doc Cam input on the control panel to display to the projector.

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Classrooms Are Shared Spaces
So please...

• Do not store sensitive data on Classroom PCs
• Log off of Classroom PCs after use (Do not shut down)
• Power off projector(s)
• Remember any flash drives, belongings

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