

# Humanities 257 PC Cart Classroom Technology

University of Dayton Information Technology  
Classroom Support

# PC Instructions

## Access the Windows Desktop

### Login to the 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**; and leave the password field blank
4. Click **the blue arrow** or hit the **enter** key to login

## Access Your Network (Novell) Files

### Login to the Campus Network

1. Right-click the Novell Services icon (**N**) in the lower right corner of your screen
2. The Novell 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)

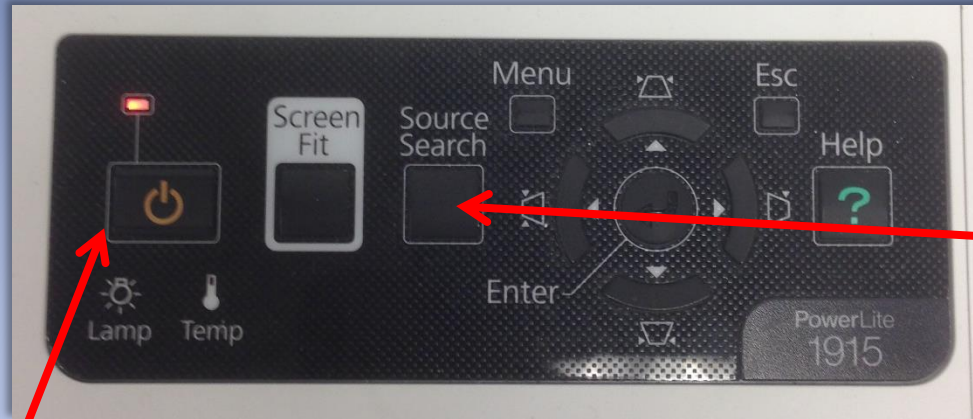
## Gain Secure Access to the Internet

### Login to the UD Network Authentication System

1. Upon login a web browser window will appear prompting you for network access.
2. Enter your LDAP username and password in the provided text fields.
3. Click **Sign in**
4. Before you leave the room log out of the workstation by pressing **Ctrl+Alt+Del** and clicking “logoff”.

# Projector Controls

The projector must be controlled directly from the controls on the projector.



## Input Selection

Press "Source Search" to switch inputs (ie. Display DVD/VHS instead of PC)

## POWER

To power the projector ON/OFF press the **Power** button.



Focus can be adjusted with the **arrow buttons**, The size of the projected image (throw) can be adjusted by rotating the **T dial**.

Make sure the lens cover is in the **Open** position when trying to project.

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

# Audio Controls

The projector must be on for audio to project from the PC Cart Speaker



## SOUND

Use the knob on the speaker to adjust volume up/down. Turning the knob all the way to the left until it clicks will turn the speakers off.

If projecting audio from the PC, ensure that the Windows volume is up, and the volume from YouTube, Windows Media Player, etc. is up and not muted before adjusting volume at the speaker.

# DVD/VHS Controls

Select either **DVD** or **VHS** input for controls; selection will be highlighted in green.



Use the **MENU** button to jump to the Blu-ray/DVD's menu

Stop, Play

(In DVD Mode) **Prev/Next**

(In VHS Mode) **Rewind/Fast Forward**

DVD/VHS player can be found below laptop



**EJECT** buttons can be found next to DVD and VHS loading trays.

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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