**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”.

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Projector Controls

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

**POWER**

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

**Input Selection**

Press “Source Search” to switch inputs (i.e. Display DVD/VHS instead of PC)

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.

Use the knob on the speaker to adjust volume up/down. You can also adjust the level of bass and treble in the sound.

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.

For assistance please contact Technology Support Services at 229-3888.
DVD/VHS Controls

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

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

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