Science Center 108
Classroom Technology
Data Projector Controls

**POWER**
To power the projector ON/OFF press the **Power On/Off** button. The screen will go down automatically.

The **Mute Display** button will mute the projector without muting the PC monitor.

**INPUT**
Select which **INPUT** to display to the projector. The selected input will be highlighted in white.

**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.
**PC Instructions**

**Access the Windows Desktop**

*Login to the Workstation*

1. Click anywhere in the Windows 8.1 lockscreen (picture of Chapel of the Immaculate Conception)
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 right arrow or hit the enter key to login

**Access Your Network (Novell) Files**

*Login to the Campus Network*

1. Double click the Novell Login shortcut (N) on the desktop
2. Enter your Novell/LDAP username and password
3. 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 clicking on the Start Menu and selecting “Log Off.” You can also log off by pressing **Ctrl+Alt+Del** and clicking “Sign Out”.

UNIVERSITY of DAYTON
Information Technologies
Blu-ray Controls

Select the **Blu-ray Player** input for Blu-ray Disc (or DVD) playback.

Use the **POWER ON/OFF** button to turn Blu-ray player on or off.

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

Blu-ray player can be found below podium.

Use directional buttons ▲ ▼ ►◄ to navigate through the Blu-ray player menus.

Use the **DISC EJECT** button to open the Blu-ray’s disc tray.

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

Play, Pause, Stop, Prev, Next functions.
USB ports are connected to the podium PC.

Data port for hardline internet connection.

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.
Helpful Tips: Connecting a Laptop PC to the VGA Input

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

2) 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) 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
Document Camera (Available In Some Rooms)

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.

Doc Cam power button: Silver button found on side of device

Lamp (for overhead arm)

Zoom In and Zoom Out

Auto Focus
Classrooms Are Shared Spaces
So please...

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