Data Projector Controls

**Power**

Step 1: Power on projector

**Input**

Select an input for the projector. To use the document camera, select HDMI. To use the laptop, select laptop 1.

**Volume Control**

Turn dial to the right to increase volume. LED lights display volume level.
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
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
Email: itservicecenter@udayton.edu