SJ 119
Conference Room Technology

University of Dayton Information Technology
Classroom Support

3/10/2015
**POWER**

To power the projector ON press the **ON** button. To power the projector OFF, press the **OFF** button.

The **PIC MUTE** button will mute the projector without muting the PC monitor. Take care not to use this function for long periods as it decreases projector lamp life.

**INPUT**

Select which **INPUT** to display to the projector. The selected input will be backlit in orange.

**SOUND**

Use rotary dial to adjust room **AUDIO** volume. Turn the dial clockwise to increase room volume and counter-clockwise to decrease room volume. Make sure that volume at the source is turned up and is not muted.

For assistance please contact Technology Support Services at 229-3888.
**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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USB ports are connected to the podium PC

**IMPORTANT:** The receiver for the wireless keyboard/mouse will be plugged into the top USB port. **Do not remove.**

Additional inputs HDMI, Laptop/DocCam (VGA), and AUXILARY 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) Make sure to select the “laptop” input button from the podium control panel.

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

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) Make sure to select the “laptop” input button from the podium control panel.

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

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

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Blu-ray Controls

- Use the OPEN/CLOSE button to open the Blu-ray’s disc tray.
- Use the TOP MENU button to jump to the Blu-ray/DVD’s menu.
- Use the POWER ON/OFF button to turn Blu-ray player on or off.
- Use directional buttons ▲ ▼ ►◄ to navigate through the Blu-ray player menus.
- Use the center (+) button to confirm a selection.
- Prev, Pause, Next, Rewind, Play, and Fast Forward functions.

Be sure to select the Blu-ray input button on the podium to send Blu-ray Disc (or DVD) playback to the projector.

Blu-ray player remote can be found in drawer below podium.

Blu-ray player can be found below podium.

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

1) Select the TV Tuner Input

2) Change channels either via Channel Up and Channel Down buttons or via remote control (found in drawer below podium)

3/10/2015
This is a Shared Space
So please...

- Do not store sensitive data on podium PC
- Log off of podium PC 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.