**Access the Windows 7 Desktop**

**Login to the Classroom 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**; leave the password blank
4. Click **OK**

**Access Your Network (Novell) Files**

**Login to the Campus Network**
1. Right-click the Netware Services icon (**N**) in the lower right corner of your screen
2. The Netware 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. Open a web browser and you will arrive at the Network Access page
2. Enter your LDAP username and password in the white boxes provided to login. You may close this browser window if you no longer need it open.
3. Before you leave the room log out of the workstation by pressing Ctrl+Alt+Del and clicking “logoff”. Your network access will be logged out as well.

3/10/2015
Data Projector Controls

**POWER**

The **Display Power** button flashes during the projector warm up/cool down period. Wait for flashing to stop before pressing the button again.

**SOUND**

Turn the knob to adjust room **AUDIO** volume. Make sure that volume at the source is turned up and is not muted.

**INPUT**

Select which **INPUT** to display to the projector. LED lights **up to** signify which **INPUT** is selected.

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

3/10/2015
Bluray Controls

Additional controls for the Bluray player can be accessed by using the player’s remote control.

Use directional buttons ▲ ▼ ▶◄ to navigate through the Bluray player menus.

Select the **Bluray Player** button to play a Bluray Disc (or a regular DVD.)

Play, Pause, and Stop functions.

Center button can be pressed to confirm a selection

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

3/10/2015
Cable TV Controls

Select the **CATV Tuner** button to display Cable TV to the projector.

Cable TV Channel Up (+) and Down (-).

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

3/10/2015
Additional Inputs

Input plate can be found on the left side of the podium if standing behind it.

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.

For assistance please contact Technology Support Services at 229-3888.
1) Make sure to select the “podium 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”
1) Make sure to select the “podium 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
A Little Bit of Security Goes a Long Way

• For the convenience of our faculty, our podium computers do not require unique, individual passwords. While otherwise secure, please take care not to leave any sensitive data on them.

• Log out of the PC after class is over
  • Logging off ensures that your internet access at the PC is disconnected

• The *power* of security
  • Keeping the PC powered on ensures that we can deliver important security updates overnight. (So we don’t have to interrupt your class!)
• 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.