SP Podium Controls Classroom Technology

University of Dayton Information Technology

Classroom Support
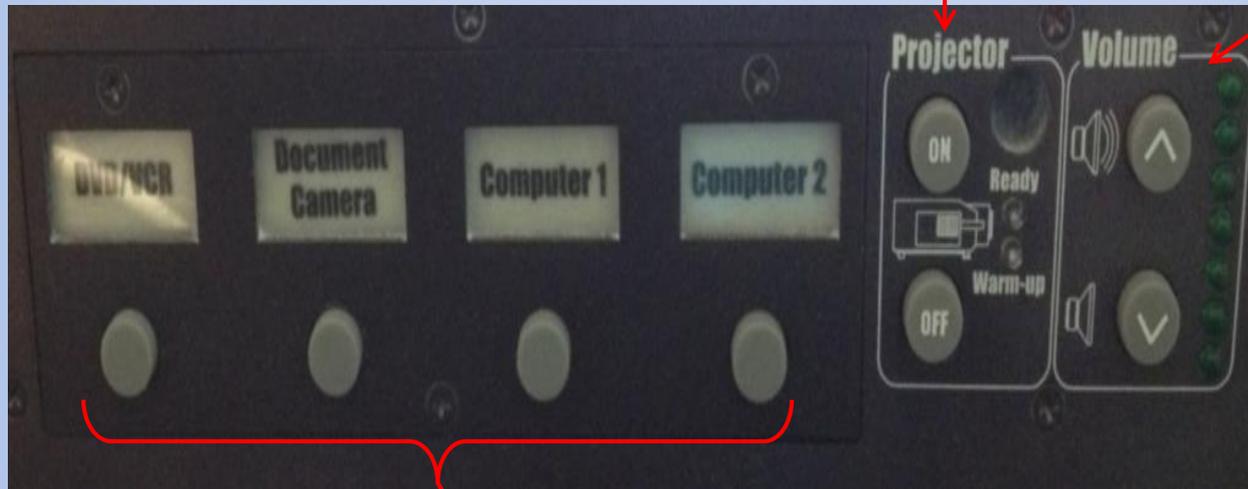
Data Projector Controls

POWER

To power the projector ON/OFF press **ON or OFF**. Do not press either of these buttons when the Warm-up LED is lit.

SOUND

Adjust room audio volume by pressing the ^ and v buttons. Make sure audio cables are snug and source volume is up (windows, youtube etc.)

INPUT

Select what **INPUT** to display.
LED light signifies what **INPUT** is selected. Computer 1 is the dedicated PC, Computer 2 is the available VGA input that can be connected to a laptop

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

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)
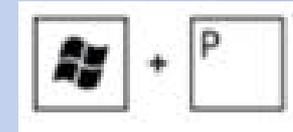
Gain Secure Access to the Internet

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".
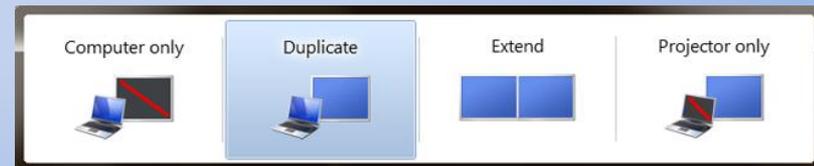
Helpful Tips: Connecting a Laptop to the VGA input

1) Make sure that you have powered on the projector and selected the "Laptop" input from the podium controls.

2) Connect your laptop to the VGA input via a 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
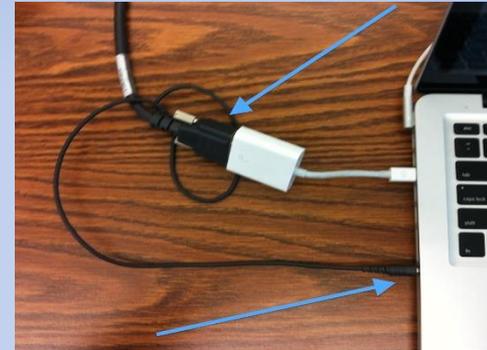
If the image is not being shown on the projector, perform the following steps:

1) Press the Windows key and the P button at the same time

2) Select "Duplicate"
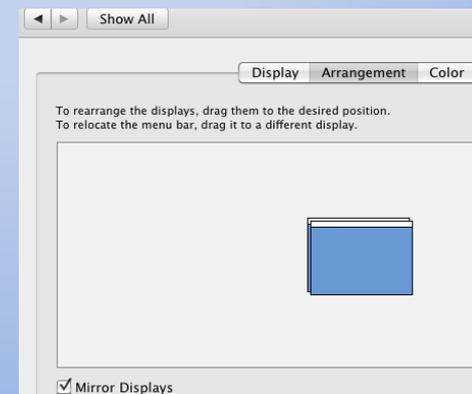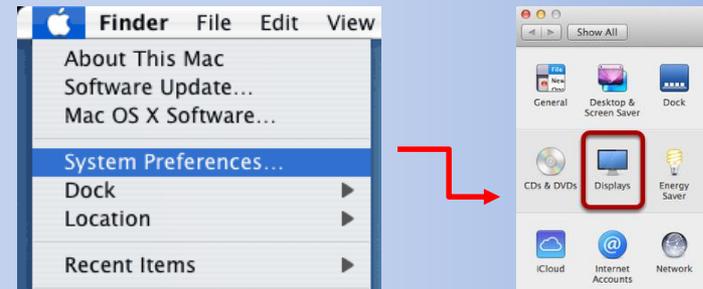
Helpful Tips: Connecting a Mac to the VGA input

1) Make sure that you have powered on the projector and selected the "Laptop" input from the podium controls.

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

This is a shared space
So please…

- Do not store sensitive data on the Classroom PC
- Log off of the Classroom PC after use (Do not shut down)
- Power off projector
- Turn off room lighting
- Remember any flash drives, belongings