

# Zehler Hall 203

## Conference Room Technology

University of Dayton Information Technology  
Classroom Support

# 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”.

## POWER



To power the projector ON/OFF press the **Power** button on the projector remote control.

The **A/V Mute** button will mute the projector without muting the PC monitor.

The PC can be found underneath the monitor. Any USB devices needed can be plugged directly into the PC.



## Projector & Audio Controls

## Audio

The volume knob found on the speaker will control the volume. Turning it all the way to the left until it clicks will turn the speakers off.



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

# This is a Share Space So please...

- Do not store sensitive data on PCs
- Log off of PCs after use (Do not shut down)
- Power off projector(s)
- Remember any flash drives, belongings