Classroom Startup & Quick Reference Guide

Operate the Computer
Ensure the computer (A) is turned on before use.
• Find the power symbol button (C). NOTE: The location of this button may vary from classroom to classroom.
• If the green light is on, the computer is on. If there is no green light, the computer is off.
• Press the power button (C) to turn the computer on.

Operate the Classroom Settings
The control panel (D) can change the following classroom settings:
• Turn the projector on and off.
• Select the computer source (classroom computer, laptop, etc.) to be displayed on the projector.
• Turn the room lights on and off (not available in all classrooms). Lighting controls can also be found on classroom walls.

Operate the Microphone
There is a built-in microphone (E) located on the podium.
A wireless microphone is located in either the podium drawer (F) or the rack drawer (G) depending on the room.
• Connect the microphone to the classroom via the control panel.
• Spare batteries are available in the drawer for your convenience. If empty, please contact IST.

QUESTIONS or FEEDBACK? Please contact Information Services & Technology at:
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