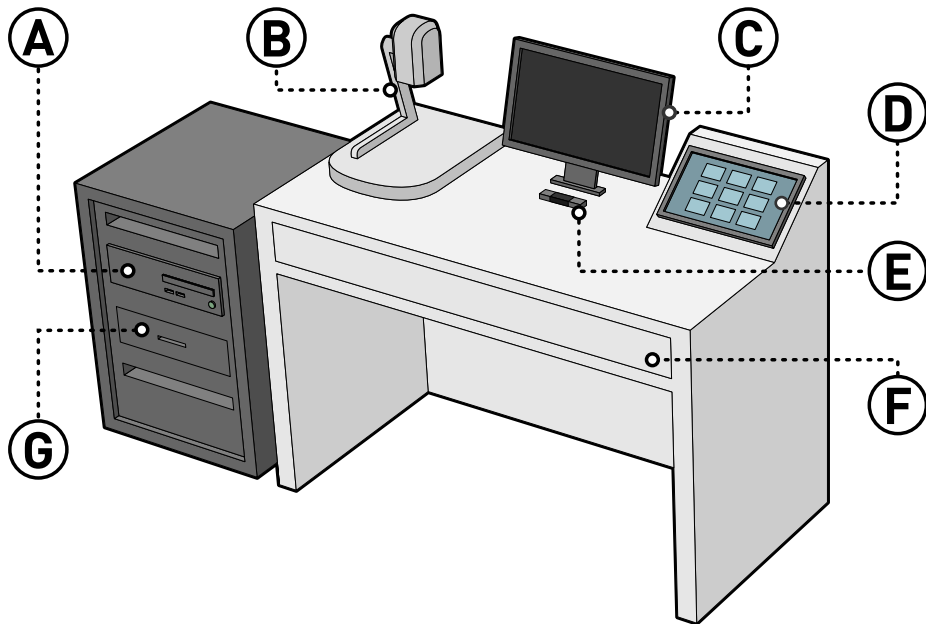




Classroom Startup & Quick Reference Guide

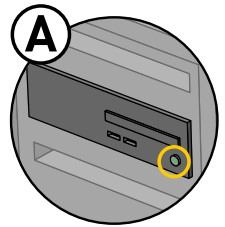


- A** Computer
- B** Document Camera
- C** Monitor
- D** Control Panel
- E** Podium Microphone
- F** Podium Drawer
- G** Rack Drawer

Operate the Computer

Ensure the **computer** **A** is turned on before use.

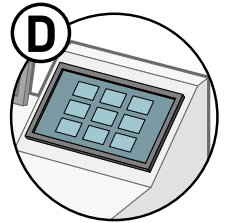
- Find the **power symbol button** . NOTE: The location of this button may vary from classroom to classroom.
- If the **green light** is on, the computer is on. If there is no green light, the computer is off.
- Press the **power button**  to turn the computer on.



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.

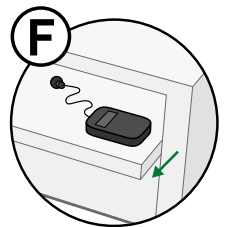


Operate the Microphone

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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