

## Krongard Boardroom 106 – Instructions:

### Computer Login

You may use your UMID. If you do not have one, you may use the generic username and password that is posted at the podium.

### Classroom A/V System:

Once you have signed into the PC, load your presentations or documents that you want displayed onto the desktop. To show presentations and/or materials from the computer, through the projector:

- Touch the screen to activate it. (If the system is off, enter passcode '0004' and then push Enter, at the following screen push **ON** to turn on the system on A/V system.)
- Touch **Select Source** from the menu bar at the top of the touch screen.
- Press **PC Lectern** to display the computer screen and lower the projector screens.
- Touch the **Volume Control** tab to control the speech (microphone) and program (computer) volume.
- When finished, please turn the off projector by pushing the **Equipment Control** tab from the menu at top of the touchscreen, selecting **Video Projector**, and pushing **Off**.

### Laptop Usage:

You may use your laptop in place of the room's PC. There is a VGA/Audio cable placed on the side of the monitor of the podium. You must have the appropriate connector (other than the provided VGA/Audio connector) to use your laptop at the podium.

- Connect the VGA and audio cable, or the appropriate connector (the audio cable allows sound from your laptop to be heard through the room's system) to connect your laptop.
- Touch **Select Source** from the menu bar at the top of the touch screen.
- Press **PC Lectern** to display the computer screen and lower the projector screen.
- Push the Extron interface switch to "**laptop**" to show your laptop display. The interface box is located on the inside of podium on the left side.
- When finished, push the Extron switch back to desktop to return to the PC display.
- To control the volume, touch the **Volume Control** tab to modulate the speech (microphone) and program (computer) volume.
- When finished, please turn the off projector by pushing the **Equipment Control** tab from the menu at top of the touchscreen, selecting **Video Projector**, and pushing **Off**.