

## **Large Classrooms 107, 108, 302, & 460 – Classroom Technology Instructions:**

### **Computer Log in:**

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:**

To show presentations, and/or materials from the computer, through the projector:

- Touch Screen to Start.
- Select “Show Podium PC”.
- Load materials onto computer desktop.

### **Laptop Usage Instructions:**

You may use your laptop in place of the room’s PC. On the podium, there is a cable cubby containing HDMI and VGA connectors.

- Select the appropriate connector for your laptop. If you are using the VGA connector, also connect the audio line to your laptop.
- On the touchscreen, select “Show Laptop Connection”.
- Load materials onto laptop.

### **Projector and Volume Controls:**

- To adjust volume use the + and - controls on the bottom right of the touch screen for the program sound (audio coming from the computers) and at the right hand side of the touch screen for the speech the speech audio (microphones).
- To turn the projector on and off, use the controls at the bottom left of the touch screen labeled “Projector Controls”.

### **Air Media**

You may use the Wireless connection feature to connect devices (i.e. iPads, laptops) to the projector and monitors in the room via IP address.

- Select “Wireless” on the touchscreen.
- The Air Media logo, along with the instructions, will appear on the pc and projector screens. Follow instructions to connect your device via IP address.

***Please turn off the room when you are finished, use the “Shut Down Room” at the bottom left.***

**Need assistance? Call Media Services at 410-706-8413 OR push the ‘Help’ button at the bottom of the touchscreen.**