

Seminar Rooms (309, 310, 402, 405, & 473)– 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” to show items being shown on the PC at the podium.
- Load materials onto computer desktop.

Laptop Usage Instructions:

You may use your laptop in place of the room’s PC. On the right hand, side there is a built in cable port box containing multiple connectors. You must provide your own adapter to utilize this function.

- Select the connector appropriate for your laptop. (If using the VGA connector, an audio line is required for sound)
- One the touchscreen, select “Show Laptop Connection”.

Projector and Volume Controls:

- To adjust volume use the + and - controls on the bottom right of the touch screen (this is program volume) and at the right hand side of the touch screen (this is the microphone volume).
- To turn the projector on and off, use the controls at the bottom left of the touch screen labeled “Projector Controls”.

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