

## **Ceremonial Courtroom 160 – Classroom Technology Instructions:**

*Please note: The courtroom has microphones at all the judges, witness and clerk, prosecution, and defendant stations. This room also has dual projection capabilities; the additional screen is in place for viewing from the jury box.*

### **Computer Login:**

Sign into the desktop with your UMB (University of Maryland - Baltimore) username and password.

### **Classroom A/V System:**

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

- Touch Screen to Start.
- Select "Show Podium PC".
- Select the devices where you want the content to be displayed, then touch "Make the Route".
- Load materials onto the computer desktop.
- Individual cameras can be selected for video conferencing by touching the "Camera Select" button.

### **Laptop Usage Instructions:**

You may use your laptop in place of the room's PC. On the podium, there is a cable cubby containing an HDMI connector.

- Connect the HDMI cable to the laptop.
- On the touchscreen, select "Show Laptop Connection".
- Select the devices where you want the content to be displayed, then touch "Make the Route".
- Load materials onto laptop.

### **Volume Controls:**

- To adjust the 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).

### **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 AV system when you are finished:**

- Touch "Shut Down Room" button at the bottom left.
- Sign-out of all applications.
- Restart the computer.

## **Need assistance?**

Call: Media Services at 410-706-8413

Email: [lawmedia@law.umaryland.edu](mailto:lawmedia@law.umaryland.edu)

Push the 'Help' button at the bottom of the touchscreen.