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) ID username and password. 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".
- Select the devices where you want the content to be displayed, then touch "Make the Route".
- Load materials onto the 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 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.*
- *Restart or log off the computer.*

Need additional help?
Contact Media Services: *410-706-8413* or *lawmedia@law.umaryland.edu*