

## **Bekman Courtroom 202 – Classroom Technology Instructions:**

### **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 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”.
- 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 “Show Wireless Connection” 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](mailto:lawmedia@law.umaryland.edu)