

SEMINAR ROOM 300A/B, 309, 310, 402, 405 & 473 – 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” to show items being shown on the PC at the podium.
- Load materials onto the 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.)
- On the touchscreen, select “Show Laptop Connection”.

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).

Wireless Connection (Air Media)

You may use Air Media 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, Air Media will display on the projector screen and podium PC.
- Follow instructions on the projection screen to connect your device.
- *Note: There is no wireless connection in fourth floor seminar rooms.*

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