

# Classroom Technology – Podium Instructions

## **Step 1: Activating the System**

- If the touch panel screen is dark, touch the panel once to activate the system.
- Touch the panel again to access the main page.

## **Step 2: Main Page**

- You can access the Presentation or Audio Sources from this window.
- Touch “Presentation Sources” to select the PC, Laptop, Aux. Video, DVD or VCR.
- Touch “Audio Sources” to select from the laptop, CD, or auxiliary audio.

## **Step 3: Presentation Sources**

- Touch the source button for the device to be used (i.e. PC, Laptop)
- Press the “Main” button to return to the Main Page for additional selections

## **Step 4: Audio Sources**

- Touch the source button for the device to be used
- Press the “Main” button to return to the Main Page for additional selections

## **Step 5: System Warming**

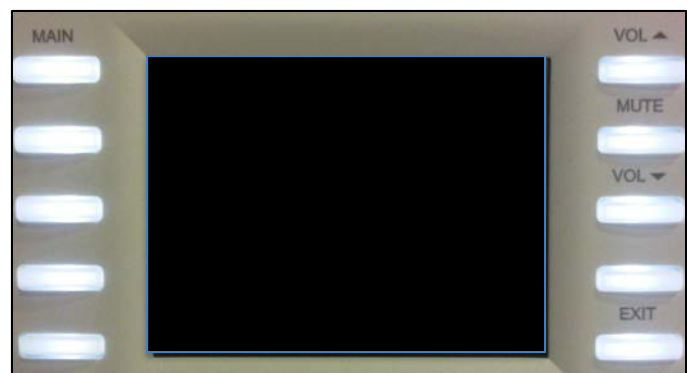
- After the selecting the presentation source, the projector will warm up.
- All functionality on the touch panel is locked until the projector properly warms up.

## **Step 6: Exit System**

- Press the Exit button on the touch panel to shutdown the system.
- “Shutdown Now” will exit the system and power down the projector.
- “Cancel Shutdown” will return you to the previous page.

## Touch Panel Buttons

- **Main:** Press this button to return to the Main Page
- **Vol ▲:** to increase the volume
- **Mute:** to silence the audio; press again to cancel Mute
- **Vol ▼:** to decrease the volume
- **Exit:** to access the Exit System page to shutdown the system



**Note: Do not shut down the computer; it will hibernate automatically.**

Rooms – 1.61 – 1.100 & 3.76

The touch panel is on the podium.

Rooms – 3.78 – 3.81, 8.61, 8.67, 8.69, 8.72

The touch panel is on the wall.

# Classroom Technology Guide

Please follow the instructions in this Guide to on how to best use the technology in all classroom at John Jay College.

## **ACCESS TO FREE WI-FI**

**Network: JJay-Guest**

**Username: cuny Password: cunycuny**

## **How to Use Classroom Technologies**

### **Login to PC**

**NOTE: Some Classrooms have Keyboard and Mouse in draw**

1. Press CTRL+ALT+DELETE
2. Enter Username *cuny (lowercase)*
3. Enter Password *cunycuny (lowercase no spaces)*

### **Touch Panel**

**NOTE: The Touch Panel is located at the Podium or Wall**

1. Select Presentation
2. Select PC
3. Select Display
4. Select Shutdown when finished with Presentation

### **Projector Screens**

The screens will automatically lower when logging into the Touch Panel. If they do not look on the wall and you will see up and down panels with “Stop”. Press the down arrow to lower the screens and press the up arrow to raise the screens.

### **Connecting a Laptop**

1. Connect the VGA cable to your Laptop
2. Press Laptop in the Touch Panel
3. Use Computer In and Audio Jack for Laptop Sound
4. Disconnect Laptop from Audio and VGA cable when finished
5. Select Shutdown when finished with Presentation