Classroom Overview (5th and 6th floor)

Using the podium computer

1. Touch the control panel to turn on the room system

2. After the system starts, select **Computer** from the list of sources
   
   Note: some options may not be available in all rooms

3. The TVs and screens in the room should turn on and display the podium computer output automatically. If not, press **Display Control** on the control panel to manually turn on the displays and drop the projector screens.
4. If there is no output, check that the podium computer is turned on. Open the left door of the cabinet and locate the PC on the shelf next to the Blu-ray player. Confirm the power button is lit.

5. At the login screen, use your School of Business username and password. You can also use the generic instructor account:

   Username: Instructor
   Password: HI$9999$

Using your own device at the podium desk

1. Touch the control panel to turn on the room system

2. Confirm your device is plugged into the HDMI cable at the cable box in the podium desk, and your device is configured to display to a secondary/external monitor
3. After the system starts, select **Laptop Teacher** from the list of sources
   Note: some options may not be available in all rooms

![Display Control Panel](image1)

4. The TVs and screens in the room should turn on and display the podium computer output automatically. If not, press **Display Control** on the control panel to manually turn on the displays and drop the projector screens.

![Display Control Panel](image2)

**Using your own device at the mobile lectern**

1. Touch the control panel to turn on the room system
2. Locate the lectern input box at the front of the room, and connect your device to one of the 2 inputs. If you need a cable, please visit the IT help desk prior to class.

3. Confirm your device is plugged one of the inputs on the panel, and your device is configured to display to a secondary/external monitor.

4. After the system starts, select **Laptop Lectern** from the list of sources.
   Note: some options may not be available in all rooms.

5. The TVs and screens in the room should turn on and display the podium computer output automatically. If not, press **Display Control** on the control panel to manually turn on the displays and drop the projector screens.
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- Staying Current - Practicing SQL
- Installing Project and Visio from Imagine (Formerly Dreamspark) Premium
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