

# Technology-Enhanced Classrooms

## Things you should know

### VGA Input

There is only one **VGA** input on the control panel for both laptops and the PC. The **VGA** end coming up through the podium and out the control panel is already connected to the PC.

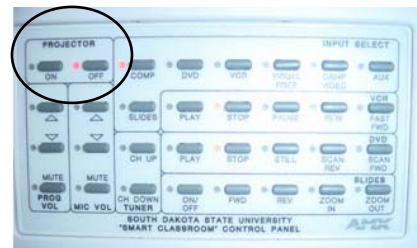


### How to Display the Image

**For the PC:** The VGA cable must be plugged into the VGA input on the control panel (see diagram)

**For laptops:** There is a loose VGA cable that is usually on the monitor shelf. One end plugs into the laptop and the other goes into the VGA input on the control panel. (If the VGA input already has a cable plugged in,

you must unplug it in order to plug in the VGA from your laptop.) Once properly connected, select **ON** under **Projector**. See diagram.



### USB Extension Port

All general technology-enhanced classrooms and some college-specific ones have a **USB extension port** that comes up through the control panel so that anyone with a USB memory stick can plug in quickly to the PC. If you have a floppy disc or CD-R, please open the podium and use the appropriate input on the front of the tower. Please **DO NOT** move the tower or unplug any cables from the tower. *Note: If you feel as though you need to move the tower in order to access something, please x4481, and we'll figure out a solution for your situation so that we do not disrupt classes for the instructors that follow each of you in the classrooms.*

### Logging in to the computer - not Active Directory

Username is **instructor** and there is no password

The computer name will appear in the **Log on to** field. (If the Log on to field is not displayed, it can be found by selecting **Options >>**)

### Logging in to Active Directory

Use your **Active Directory username and password**

Enter **JACKS** in the Log on to field (If the **Log on to** field is not displayed, it can be found by selecting **Options >>**)



### Equipment to Leave ON

- Computer
- Document Camera
- Any equipment in the cabinet
- Audio Amplifiers in cabinet. **DO NOT** adjust. Use the program volume for all sound control.

### Equipment to turn OFF

- Projector (lamps are very expensive to replace)
- Document Camera lamp light **ONLY** – Not the Power button

**Please, NO Food or Beverage on the podium or the cabinet.  
Any spillage could cause a great deal of damage and downtime for repairs.**

**THANK YOU!**

**REMEMBER**

**Anything you do in the classroom affects the next instructor and his/her ability to use the equipment**

**To report problems or concerns, please call 688-4481 or 688-6312.**