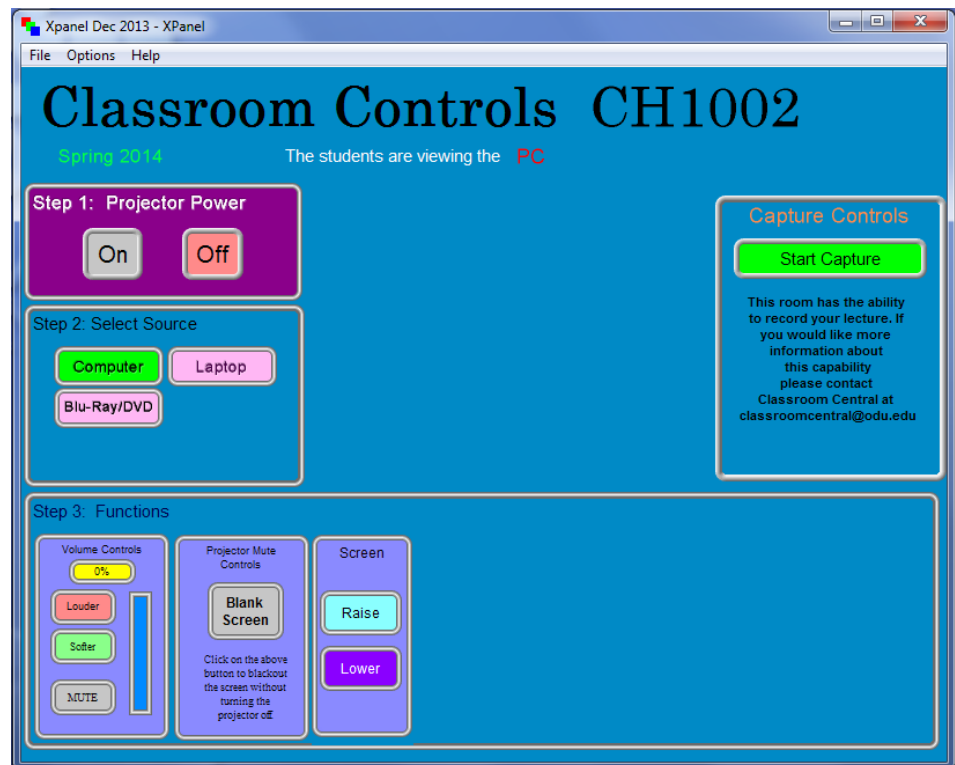1. Log into the classroom computer using the "staff" account.

   Username: staff

   Password: staff

2. Classroom Controls should auto-launch, bringing up the panel shown below.

   Because equipment varies between rooms, your panel may look slightly different.

3. If the panel does not launch, or if you accidentally close it:

   a. Verify that you are logged in as a staff member.

   b. Double-click the Classroom Controls icon on the desktop.

4. If you continue to have problems, use the Hot-Line phone and you

   Will be connected to the Technical Support Center.

Using the Room Control Panel

1. In rooms with electronic projectors, click on "Screen Down" to lower the screen.

2. Click on "Proj On" to turn on the Data Projector. Allow 30 seconds for warm up.

3. Click the buttons at the left side of the panel to select a media source.

4. Adjust the speaker volume by clicking the "Louder" or "Softer" boxes in the bottom left.

5. If you are going to use Course Capture to record your lecture, click the "Start Capture" button in the top right.

6. When you are finished, click "Proj Off" and "Screen Up," before logging out.

7. *Do not turn off the computer at any time, unless instructed to do so by technical support staff.*