### Audio

#### Playing Audio from your Laptop

1. **Plug the thin audio cord (located in the pocket of the instructor’s station) into the headphone jack of your laptop (not the microphone jack).**
2. **Turn up the volume by using the volume up/down buttons on the control panel.**
   You can also increase the volume on your laptop (using the laptop’s control panel).
3. **Verify that the “Audio Mute” button on the system control panel is not on. When this button is selected, the audio will not play.**
   Also, verify that the laptop’s mute button is not selected.

#### Playing Audio from DVD/CD or VHS

1. **Select the “DVD” or “VHS” source button on the control panel.**
2. **Increase the system volume by using the volume up/down buttons on the control panel.**
3. **Verify that the “Audio Mute” button on the system control panel is not on. When this button is selected, the audio will not play.**

#### Wireless Microphone (available in select classrooms)

1. **Clip the microphone mouthpiece to your shirt, about 3 inches directly below your chin.**
2. **Turn on or unmute the microphone.**
   - The microphone volume is optimized for the classroom and is not user adjustable. The “Audio Mute” button will not mute audio from the microphone.
   - Spare batteries for non-rechargeable microphones are kept in either the drawer with the microphone, or in the pocket of the instructor’s station.
   - If you use the last set of spare batteries, or if changing them does not solve the issue, please call the Classroom Support Hotline at 612-625-1086.
3. **Please remember to turn off the wireless microphone or return it to the charging base after use.**

### Document Projection

#### Overhead Projector

1. **Verify that the projector is plugged into a power outlet.**
2. **Turn on the projector power switch.**
   - Each overhead projector contains two lamps. If the primary lamp is out, you can switch to the alternate and continue using the projector.
3. **Turn the knob on the lens column to adjust the focus.**

   Please turn off the projector after use.

#### Document Camera

1. **Press the “Document Camera” button on the control panel and when the button stops blinking, the system is ready.**
2. **Place the object you wish to display at the base of the camera, centered under the lens.**
   - If the camera head or lamps are folded closed, you will need to unfold these items using the camera’s release catch, located on the camera base.
3. **To adjust the image (i.e., zoom, focus, etc.) use the camera controls on the system control panel or on the base of the camera.**

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### Office of Classroom Management

www.classroom.umn.edu

Classroom Support Hotline: 612-625-1086

A quick reference for how to navigate your classroom’s technology and resources

- Controls for the System
- Connecting to the Projector
- Connecting to the Internet
- Video Playback
- Audio
- Wireless Microphone
- Document Projection

### Want more information?

For details on classrooms, study spaces, scheduling, planning, facilities coordination, and technology services, go to:
www.classroom.umn.edu

For classroom schedules, availability, operational hours, and access information, use the “Quick Links” on the left-hand side of the page.
**Control for the System**

**Turning on the System**

1. Press any button other than the "system off" button
2. When the "source" button is blinking, the system is warming up.

3. Switching between sources
   - Press the source button of the item you wish to display (Laptop, DVD, etc.).

The system will automatically shut down after 4 hours of inactivity. To ensure the Auto-Shutdown feature does not interrupt your class, press any source button at the start of your class.

**Connecting to the Projector**

1. The standard cables are located in the pocket of the instructor's station. Connect the laptop cable to the laptop before you turn it on.
   - Be sure to align the cable with the port and push it straight in, taking care not to bend the pins.
2. Press the "Laptop" source button on the control panel.
3. When the button stops blinking, turn on the laptop.

**Connecting to the Internet**

**Wired Network**
Connect the Ethernet cord (in the pocket of the station) to the Ethernet jack on your laptop.

You will need to register and set up your computer for DHCP (Dynamic Host Configuration Protocol) service prior to using an Ethernet connection.

Setup guides and information about registering for DHCP can be found online at www.oit.umn.edu/network/

**Wireless Network**
Open a web browser (e.g., Internet Explorer, Firefox, Safari) and log in with your U of M Internet ID (X.500) and password.

If the connection is slow or does not work properly, verify that you are connected to the "U of M Wireless" connection.

If you do not have a U of M Internet ID, use the "UofM Guest" network for free. For more information about obtaining guest access to the U of M network, please visit www.oit.umn.edu/wireless/index.htm

Data network service and support is provided by the Office of Information Technology. For further assistance with the wireless or wired network connection, please call the 1-HELP Technology Helpline at 612-301-4357.

**Video Playback**

**PC (Windows-based)**

4. Activate the external display.
   - Activate by pressing and holding the Function key on your laptop (labeled "Fn"); while holding down the "Fn" key, press the appropriate secondary key.
   - Image distortion, or an error message that indicates "Frequency out of range". You may need to adjust the monitor resolution. From the Start Menu, open the Control Panel and double-click on the "Display" icon. Select the "Settings" tab, and adjust the screen resolution to 1024 by 768 pixels.

**Mac (Apple)**

4. Activate the external display.
   - Activate by opening "System Preferences" on your laptop. Click on "Displays", then "Detect Displays". The image should appear on the projection screen.
   - Image distortion, or an error message that indicates "Frequency out of range". You may need to adjust the monitor resolution. Click on "System Preferences", select "System Preferences" on your laptop. Click on "Display", and in the "VGA Display" window, select "1024 x 768, 60.0 Hz" from the list.

You will need an adapter to project in your classroom.

**Touch Button Controls**

- **Source Buttons**
  - **Video Mute**
    - Press this to temporarily black out the image on the projection screen. To make the image reappear, press this button once more.
  - **Volume**
    - Use these buttons to adjust the volume up or down.

**Touch Screen Controls**

- **Source Buttons**
  - **Source Buttons**
  - **Volume**
  - **Video Mute**
    - Press this to temporarily black out the image on the projection screen. To make the image reappear, press this button once more.

Please remember to **turn off** the system when you are done.