Contact Information

For any questions or problems regarding this classroom, please contact CAAT_Help@ncsu.edu or 515-6777. We will have a consultant review the concern as soon as possible.

Keys
Lectern Keys - Contact CAAT_Help@ncsu.edu or 515-6777
Room Keys – Contact Earl Franks Earl_Franks@ncsu.edu or 515-7875
Chris Brown (Alt) Chris_Brown@ncsu.edu

Equipment Overview

- Ceiling Mounted LCD Projector
- PC and Monitor
- VCR
- Laptop inputs
- USB Flash Drive Extension cable
- PC and VCR Audio through LCD Projector speakers
Computer Access

1. Enter your Unity ID into the box labeled “Username”.
2. Enter your password into the box labeled “Password”.
3. Press “OK” or Enter.
4. Enter your password.
5. Once the login process is complete, you will be able to navigate to any application to which you have rights.

Guest Computer Access

Should you experience trouble logging in via the Novell Network, please try our guest log in. This will enable you to use PowerPoint and other MS Office applications. We also encourage instructors to bring their PowerPoint presentations (or other material) on CD or USB Flash Drive.

(Must be followed in this order)
1. In the Novell Application Launcher window, check the box "Workstation Only"
2. Enter "user" into the username field
3. Leave password field blank
4. Click the "OK" button
5. Insert CD or USB Flash Drive
6. Double click the PC icon located in the upper left of the screen
7. Locate and double click on the appropriate drive
8. Select your file and double click to open
Projection Instructions

Projection from the Computer:

- The monitor and PC should already be on.
- On the left side of the lectern is a switch box; press the button labeled “PC”.
- If the computer image is not projected, press the “Input” or “Mode” projector button on the remote until you see the desired image.

Projection from the VCR:

- Press the “Power” button on the VCR.
- Insert the videotape.
- If the VCR image is not projected, press the “Input” or “Mode” button on the projector remote until you see the desired image.
- When you are finished viewing the video, press the stop button on the VCR. Eject your tape and turn the power off to the VCR.

Projection from a Laptop:

- From the cabinet under the monitor, locate the VGA labeled “Laptop”
- Press the button on the switch box to the position labeled “Laptop.”
- If the laptop image is not projected, press the “Input” or “Mode” button on the projector remote until you see the desired image.
Keyspan Presentation Remote

This remote will advance and reverse Power Point slides, control the PC mouse, and has a laser pointer.

The black thumb switch located on the side of the unit controls Power Point slides.

To activate the laser:

- Hold down the white button and the small blue button until the white button flashes red.

End of Class

- Aim the remote at the projector and press the “On-Off” button. When the “Power Off” message appears on the screen, press the “On-Off” button again.
- Log out of the computer. Double-click the red icon of the desktop labeled “Logoff”.
- Do not turn the power off to the Monitor or the PC.
- Power off the VCR.
- Turn off the Document Camera.
- **Return the remote controls to the lectern.**