

This step by step guide is designed to provide basic instruction for classroom technology. For more information, contact UIT [Classroom Technology](#).



Before the Class

Turning the System On

1. Pull down the projector screen(s) or press the screen control(s) located on the wall to lower/raise the screen(s).
 - If you have a touch panel control, click the screen icon to lower the screen. (If a code is needed, contact your department IT for more information).
2. Locate the touch panel or push-button control mounted on the wall or lectern.
3. Press the **On** button located on the upper left of the touch panel or push-button control.
 - If a code is needed for the touch panel control, enter **2020**. (This code is for General Purpose classrooms only. Contact your department IT for more information).
4. Wait 90 seconds. As the system warms up, the **On** button on the push-button control will flash.
 - Touch panels will not allow any additional commands until the system is ready.
5. When the system is ready, select the device (laptop, desktop or document camera) on the touch panel or push-button control.



Screen Control



On Button



Push Button Control

The image from the selected device will now display on the projector screen.



Touch Panel Control

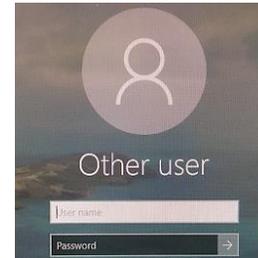
Using the Classroom Computer

1. If the computer is off, press the power button on the computer.

- Press **Enter** to display the Sign In screen.

2. If the computer is on, click switch user.

- Choose **Other user**.



Other user Screen

3. Sign in using your CougarNet credentials.

Using the Webcam

1. Adjust the web camera to the desired position.

2. All webcams are pre-setup and ready to use for Teams and Zoom.



ClearOne Unite 20



Logitech B525

Control the Audio

1. To adjust the audio, use the volume control located on the touch panel or the push button control.

- Use the volume control knob for push button controls.
- Use the volume bar on the touchscreen control to adjust the sound.



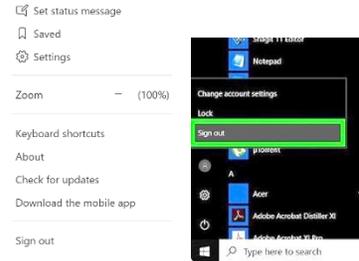
Volume Controls



After the Class

Turning the System Off

1. Sign out of all applications used.
2. Sign out of the classroom computer.
3. Press **OFF** on the push button control.
 - On a touch panel, press shutdown.
Are you sure? will be displayed on the screen. Select **Yes**.
4. Raise the projector screen(s).
5. Obtain personal items (flash drives, cellphone, etc.) before exiting the class.



Sign out Teams and Computer Screen



Shut Down System Screen