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.

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.

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

Download complete instructions from our website
www.classroom.umn.edu/instructions

Classroom Management
Office of Undergraduate Education
UNIVERSITY OF MINNESOTA
Driven to Discover
Controls 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 solid. That source is ready to use.
   It may take up to three minutes for the system to warm 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.

Touch Screen Controls

Touch Button Controls

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 laptop.

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. Open “System Preferences” on your laptop. Click on “Displays”, and in the “VGA Display” window, select “1024 x 768, 60.0 Hz” from the list.

Video Playback

Mac (Apple)

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/

Connecting to the Internet

Wired 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.

DVD & VCR
1. Press the appropriate “DVD” or “VHS” source button on the control panel and when the button stops blinking, the system is ready.
2. Insert DVD, CD, or video tape into the player.
   Transport controls (play, rewind, pause) are on the touch screen or on front of player.

Closed Captioning
To activate closed captioning, turn on the “Closed Captioning” button on the control panel, or the switch located near the VCR and/or DVD player.
You may need to activate the closed captioning on the DVD’s menu of options.