

Library Computer Lab Setup

Special note to users:

It is highly recommended that you arrive **at least 15 minutes prior to your class** in order to become familiar with the equipment. Very limited technical support is provided for this room at this time. SmartDesk staff may be able to assist **if available**. The instructor laptop is locked up **when not in use**. It is the responsibility of the instructor to set up the projector and instructional laptop, which is stored in the Computer Lab podium. The instructor can check out the key for the podium from the SMARTDesk using their Library- registered ID card.

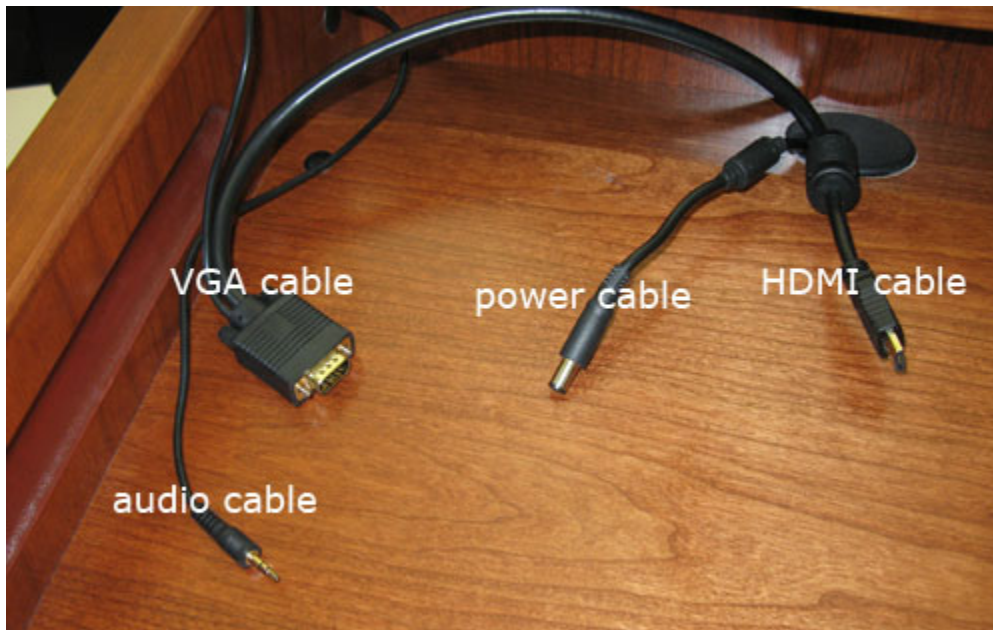
Follow these steps before class

1. Roll down the projector screen by **tapping** the down switch once.

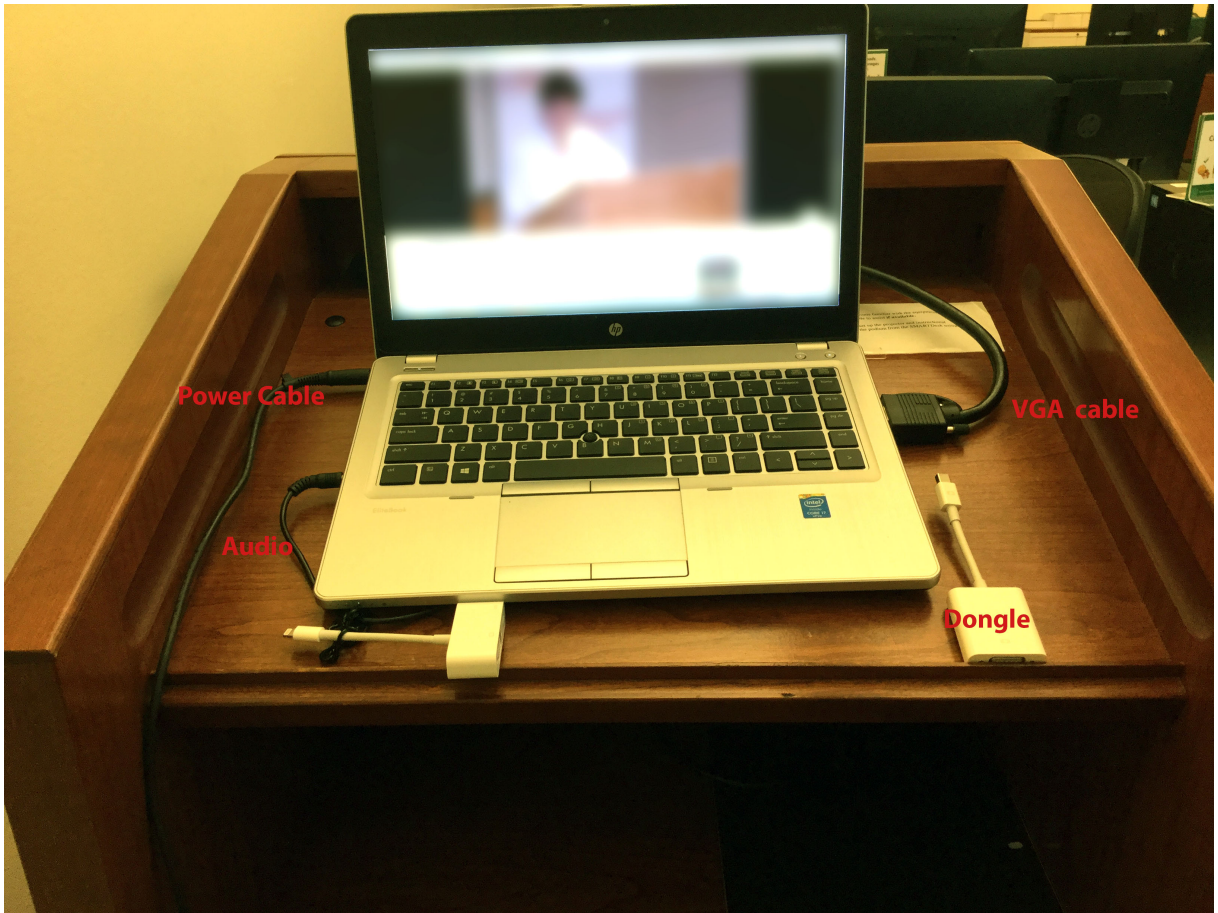


2. Connect the laptop (WINDOWS)

- you will find cables on the lectern



- connect the cables to the laptop
- turn on the laptop, a PGP-password will be prompted, please enter **L1bprint** (there is nothing confidential that is kept on this laptop)
- wait until the laptop is fully booted before proceeding to the next steps





3. Turn on the projector (the panel is on the wall)

- switch to the **on** position and switch to **video VGA** position



4. Using the wireless microphone

- while the microphone is in the base, it is being recharged
- take the microphone out of the base
- a steady green light means that the microphone is ready
- a flashing green light means that the microphone is muted

- press the sound icon located on the middle of the device to activate
- press plus  to increase the volume
- press  to decrease the volume
- return the microphone to the base when done



5. Steps to follow once the class is over

- turn off the projector by clicking **off** on the wall panel
- press the **up** arrow on the wall panel
- shut down the laptop
- place all equipment back in the podium and lock it

6. VGA vs. HDMI

- the instructor laptop has both VGA and HDMI cable wires
- the difference between the use of these two cable wires has to do with image quality, HDMI is better
- use the HDMI cable wire and connect it to the laptop's HDMI port