

## Wireless Microphone

(available in select classrooms)

1. **Clip the microphone about three inches below your chin.**

Move the microphone closer or further from your chin to achieve desired volume.

2. **Turn on 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.



Please remember to **turn off** the wireless microphone or return it to the charging base after use.

## Connecting to the Internet

### Wireless Network

University faculty, students, or staff choose the "eduroam" WiFi network. Please enter your full University email address and password.



For guests at the University, choose the "UofM Guest" WiFi network and follow the onscreen instructions.

Visitors from **eduroam-participating universities** can obtain access using the user names and passwords from their home institutions. **Users must sign on to eduroam on their home campus before traveling** to other campuses to get their security certificate enabled. You will need to sign on to eduroam with each device that you will be using so that the security certificate is enabled on each device.

### 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 [oit.umn.edu/registering-device-network-dhcp](http://oit.umn.edu/registering-device-network-dhcp)

For further assistance with the wireless or wired network connection, please call the 1-HELP Technology Helpline at **612-301-4357**.

## Document Projection

### Document Camera

1. Press the "Document Camera" button on the control panel and when the button stops blinking, the system is ready.  
On some document cameras, you may need to turn on the camera power manually.
2. Place the object you wish to display at the base of the camera, centered under the lens.
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.



# CLASSROOM USER'S GUIDE

A quick reference to navigate your classroom's technology and resources.



Classroom Support Hotline:  
**612-625-1086 | [classrm@umn.edu](mailto:classrm@umn.edu)**

Complete instructions are available at  
[www.classroom.umn.edu/instructions](http://www.classroom.umn.edu/instructions)

# Controls for the System

# Connecting to the Projector

cont.

# Connecting to the Projector

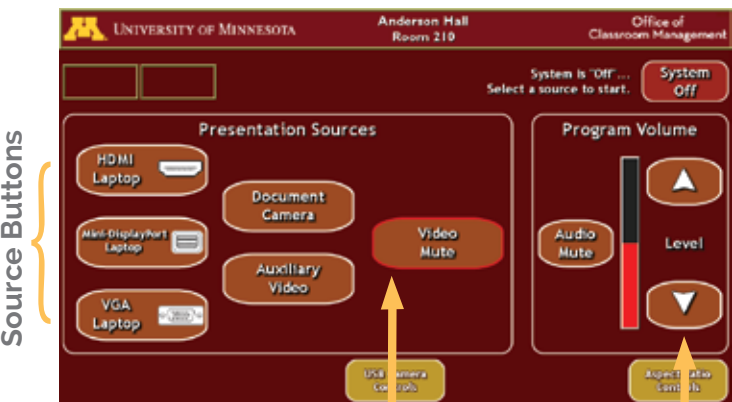
# Audio

## 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.
3. **Switching between sources:**  
Press the source button of the item you wish to display (Laptop, Document Camera, 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



### Video Mute

Press this to temporarily black out the image on the projection screen. To make the image reappear, press this button once more.

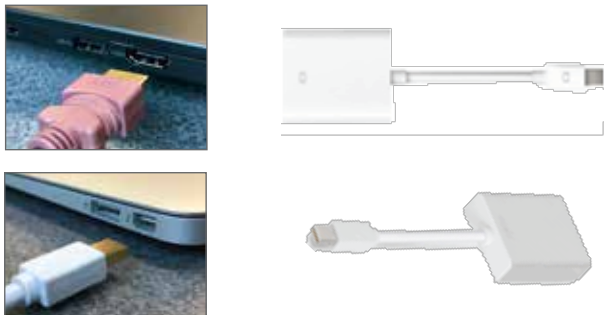
### Volume

Use these buttons to adjust the volume up or down. This control does not adjust the microphone volume.

Please remember to **turn off** the system.

1. **Cables are located on top of the instructor podium. Connect the HDMI, Mini DisplayPort, or VGA cable to the laptop's monitor port.**  
A Mini DisplayPort-to-HDMI or VGA adapter is supplied in rooms where the Mini DisplayPort connection is not available.

You must provide your own adapter for other device ports.



2. **If using VGA, connect the audio cord to the headphone jack of your laptop (not the microphone jack) to have audio projected through the system speakers.**  
The audio cord is only for use with VGA connections.
3. **Press the "HDMI/MINI-DisplayPort/VGA Laptop" source button on the control panel. When the button stops blinking, start the laptop.**

See **Audio** section for audio troubleshooting.

## PC (Windows-based)

### Activate the external display.

Press and hold the Windows key, then press the P key. Use the arrow keys on your keyboard to select "Duplicate" and press the Enter key.



## Mac (Apple)

### Activate the external display and sound.

When using the HDMI or Mini DisplayPort connection with a Mac, you may need to adjust your sound settings for the Mac's audio to come through the classroom speaker system. Go to your Mac's System Preferences, select "Sound", select the "Output" tab, and select the HDMI source.

## VGA & Audio:

**Connect the audio cord to the headphone jack of your laptop (not the microphone jack) to have audio projected through the system speakers.**

The audio cord is only for use with VGA connections.



The 3.5mm audio cable is only used with the VGA connection.

## HDMI/Mini DisplayPort:

**You may need to manually set computer audio to use HDMI/Mini DisplayPort in the Windows or Mac OS system settings for your sound to go to the classroom speakers.**

## Volume:

**The volume control on the touch screen will only adjust computer or DVD Player (where available) volume. Microphone volume is not adjustable.**

Verify that the "Audio Mute" button on the system control panel is not on. Also, verify that the laptop's mute button is not selected.