

Wireless Microphone available in select classrooms

1. **Clip the microphone about three inches below your chin.**
2. **Turn on the microphone by tapping the button once.**

The green flash every 1.5 seconds means the microphone is on and connected. Move the microphone closer or further from your chin to achieve desired volume.



-  **Return the microphone to the charging base after use.**

Connect to the Internet

WiFi

Faculty, students, and staff select "eduroam" WiFi network. Enter your full University email address and password.

Visitors from eduroam-participating universities can obtain access using the user names and passwords from their home institutions. Visitors must sign on to eduroam on their home campus with each device they intend to use prior to travel to other campuses to enable security certificate.

Wired Network

Connect the Ethernet cord to 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 it.umn.edu/registering-device-network-dhcp

 For assistance with wireless or wired network connection, please call Technology Help at **612-301-4357**.

CLASSROOM USER'S GUIDE

Classroom Support Hotline:

612-625-1086 | classrm@umn.edu

Detailed instructions available at
z.umn.edu/ocm_instructions





UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

🔌 Turn On the System

Choose any presentation source to turn the system on.

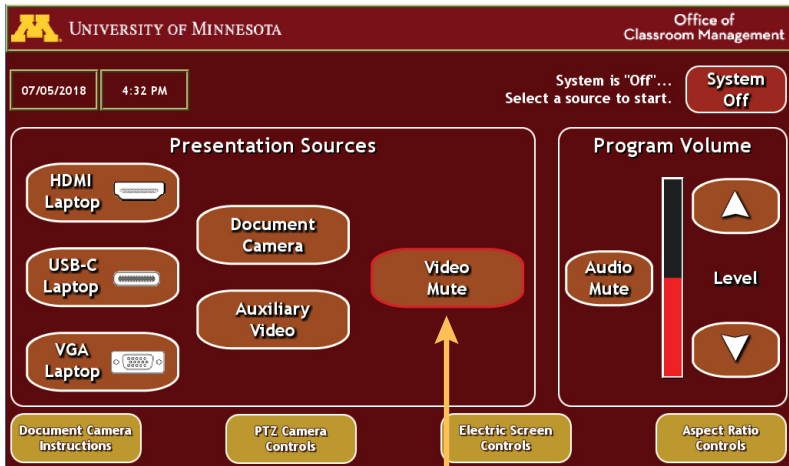
If screen is black, tap to wake up, then select source.

"Source" button status:

-  **blinking:** system is warming up
-  **solid:** source is ready to use

Switching between sources:

Press the source button of the item you wish to display (Laptop via HDMI, Document Camera, etc.).



The screenshot shows a control interface for a classroom system. At the top, it displays the University of Minnesota logo, the date (07/05/2018), and time (4:32 PM). The system status is "Off" with a "System Off" button. Below this are two main sections: "Presentation Sources" and "Program Volume".

Source Buttons: A vertical bracket on the left labels the "Presentation Sources" section as "Source Buttons". It contains buttons for HDMI Laptop, USB-C Laptop, VGA Laptop, Document Camera, Auxiliary Video, and Video Mute. The "Video Mute" button is highlighted with a red border and an orange arrow pointing to it.

Program Volume: This section includes an "Audio Mute" button, a volume level slider, and up/down arrow buttons.

At the bottom, there are buttons for "Document Camera Instructions", "PTZ Camera Controls", "Electric Screen Controls", and "Aspect Ratio Controls".

Below the screenshot, two text boxes provide instructions:

- Video Mute** blacks out image on projection screen.
- Program Volume** does not adjust microphone volume.

⚠️ System automatically shuts down after 4 hours of inactivity. Press any source button at the start of class to ensure your class is not interrupted.

🔌 **Turn off the system when finished.**

📺 Connect to the Projector

Cables are located on top of the instructor podium. **Connect the USB-C, HDMI, Mini DisplayPort, or VGA cable to your device.** A Mini DisplayPort-to-HDMI or Mini DisplayPort-to-VGA adapter is supplied in rooms where the Mini DisplayPort connection is not available.



Not all connections are available in all rooms. You must provide your own adapter for other device ports.

If using VGA, connect the audio cord to the 🎧 headphone jack of your device to project audio through the system speakers. The audio cord will only provide audio when VGA is selected as the source.



🪟 **PC (Windows-based)**

Activate the external display.

Press and hold the 🪟 Windows key, then press the **P** key. Use the ⬅️➡️ arrow keys to select "Duplicate" and press the ↵ Enter/Return key.

🍏 **Mac (Apple)**

Activate the external display and sound.

Open System Preferences, select "Sound," select the "Output" tab, and select the HDMI source.

⚠️ For assistance with personal devices and computers, please call Technology Help at **612-301-4357**.