



# Meeting Spaces: 333/335 | Technology

## Login to Computer

- Click on “User.”
- Password if prompted: Newcomb.

## Problems Logging In?

- Check that the caps lock is turned off
- Ensure that you are typing the password correctly. The password is case sensitive (capital N).

## Project to Screen

- Turn the projector on using the touch screen on the wall to the right of the podium. Touch screen to begin.
- Log in to the “user” account on computer
- Choose either video presentation or audio only presentation.
- Turn off the Projector when finished by clicking “System Off” button in bottom right corner.

## Problems with the Display?

- Attach laptop cables and turn off the projector before starting the laptop. Check if the HDMI cable is attached.
- Ensure that the display’s “Mute” option is off in the center of the screen.
- Verify that you selected projector mode instead of audio only. To go back and repick presentation type, select “Main Menu” button on the bottom.

## Volume and Mic Control

- Move the slider up and down on the left side of touch panel to adjust the “Mic Volume,” and the same on the right side to control “SystemVolume.”
- Mute settings are found beneath the mic volume and program volume, respectively. Control the mute settings by turning mute on

(audio icon highlighted when on) or by turning mute off.

- Adjust the microphone volume in the Diboll Gallery by clicking on the “Mic Controls” option.

## Problems with Audio?

- Video and music volume can be adjusted using the arrows on the touch screen under the “Program Volume” option.
- The podium’s microphone volume can be adjusted using the arrows on the touch screen under the “Mic Volume” option.
- Volume on the computer may be muted or set too low. Adjust the volume on the computer in the settings.
- On the laptop, ensure that the volume is set to “Extron HDMI” in settings.

## Advanced Control Page

- Projector- turn on, off, or mute display
- Screen- Up arrow to raise screen, down arrow to lower it.
- Camera- up arrow to raise it, down arrow to lower it. Zoom in or out, or move camera up down, left, or right.
- Choose from various camera presets.

## DVD Player

- Make sure DVD player is plugged in.
- Place DVD into the player and close.
- The DVD player will spin, and the video will pop up on the screen.
- Eject the DVD by clicking on the eject symbol in the Finder on the computer.

## Problems with the DVD Player

- Eject and reinsert the disk. Wait for the DVD player to spin and the computer to recognize the disk.
- Restart the computer.

***Please do not unplug the computer and cables on the podium***

For Help:

