Meeting Spaces: 333/335 | Technology

LOGIN TO COMPUTER

- Click on "User."
- Password if prompted: Newcomb

Troubleshooting

- 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 the screen to begin.
- Log in to the "user" account on computer.
- Choose either "projector" or "audio only presentation".
- Turn off the projector when finished by clicking the "System Off" button (bottom right).

Troubleshooting

- 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 (center of the screen).
- Verify that you selected "projector" mode instead of "audio only". To choose another mode, select the "Main Menu" button (bottom).

VOLUME AND MIC CONTROL

- To adjust the microphone volume, move the "Mic Volume" slider up and down on the left side of the touch panel.
- To adjust the system volume, move the "System Volume" slider up and down on the right side of the touch panel.

- Control the microphone and system mute settings by clicking on the mute icon beneath the volume sliders. When mute is on the audio icon will be highlighted, prohibiting sound. When the mute is off, the audio icon will not be highlighted, allowing sound to play.

Troubleshooting

- 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" under settings.
- Make sure volume on the touch panel is turned up or not muted.

ADVANCED CONTROL PAGE

From the advanced control page, administrators can:

- Turn projectors on, off, or mute display
- Use the up and down arrow to raise and lower the screen.
- Use the up and down arrow to raise and lower the camera and to move the camera up down, left, or right and zoom.
- Choose from various camera presets.

DVD PLAYER

- Make sure DVD player is plugged in to the computer.
- Place the DVD into the player.
- The DVD player will spin, and the video will pop up on the screen. This may take a few seconds.
- Eject the DVD by clicking on the eject symbol in the "Finder" on the computer.

Troubleshooting

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

CLASSROOM SUPPORT:

For classroom/event technology support contact the following staff:

- NI Front Desk or Student Event Staff in Room 320
- Lory Arnold in Room 323, larnold2@tulane.edu