

# PENN MANOR SCHOOL DISTRICT



## INFORMATION TECHNOLOGY DEPARTMENT

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# Guidelines for Guest Speakers

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Visitors planning to use presentation hardware (projectors, sound systems, etc.) must notify the Information Technology Department at least three business days prior to the event.

### **Using a Personally-Owned Laptop with District Wireless Network**

The wireless network “Guest” is available for guest access throughout all district buildings. After connecting, your browser will be directed to a network registration mechanism. Following acceptance of the Usage Policy, your device will have access to the Internet.

### **Audio Visual Connections**

The majority of Penn Manor School District buildings support both HDMI and VGA display connections. However, the following buildings support HDMI input ONLY:

- Manor Middle School
- Hambright Elementary School

Guests intending to present in any of the above buildings must have a device with HDMI output or a compatible HDMI conversion device. If no such device is available, please contact Information Technology at [support@pennmanor.net](mailto:support@pennmanor.net) with a request to obtain a temporary laptop a minimum of five business days prior to the event.

For more help, contact the Help Desk at [support@pennmanor.net](mailto:support@pennmanor.net) or 717-872-9500 x1776

LAST UPDATED: NOVEMBER 17, 2014