



Electronic Classroom User's Guide Building 3000

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Instructions: Please use this as a guide to start up your computer, to login, and to allow you to use the Projector, Document Camera, and VCR.

Step 1: Turning on Computer

1. Locate button in front of CPU (See Picture A)
2. Push button in and release. Should be lit green if on.

**If Computer remains off, or keyboard, mouse, or monitor do not work, please call Network Services at 7-6032.*

Step 2: Login

1. When prompted hit the CTRL + ALT + DELETE keys together.
2. Enter a valid Username and Password.
3. For Domain select MDCC from the drop down Menu.
4. Press enter or hit the OK button.

**Trouble logging on? Please call Network Services at 7-6032*

Step 3: Room Control

1. Locate "Room Control" icon on the Desktop
2. Double click the icon. The interface will open.
3. Double click on the "POWER" tab located in the upper left hand corner.
4. Double click the Green "System On" button and wait for the countdown on the screen to finish before proceeding.
5. Select what you would like to show through the Projector by double clicking the appropriate picture at the top of the page. (Computer, Doc Camera, VCR)
6. Volume control is located on the right hand side of the page, use the arrow keys by pressing the [^] key to raise the volume and the [v] key to lower the volume.

**Trouble with the Projector, Document camera, VCR, or Room Control? Please call Media Services at 7-6486.*

Step 4: Turning off

1. Open the Room Control page if it is not open already.
2. Double click on the "POWER ON/OFF" tab located in the upper left hand corner of the screen.
3. Double click the Red "System OFF" button; everything will be turned off except the computer.

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4. Close all windows currently open by clicking the [X] in the upper right hand corner of each window.
5. Click the START button in the lower left hand side of your screen to open up the menu.
6. Select the Shut Down option directly above the Start button.
7. Another window will prompt you. Select "Log Off" from the drop down menu and click "Ok".
8. Wait for the computer to completely Log you off.

**If you are unable to turn off the Projector or encounter any trouble in this step please call Media Services at 7-6486.*



Figure A