

# Roe Center

## Classroom Technology Instructions



1. Are you using the computer in the instructor's desk? Wake it up by pressing the space bar.

2. Are you using your own laptop computer? Pull out the VGA and audio cables from the flip-top box in the instructor's desk and connect it to your laptop.



3. Touch the touchscreen on the wall to begin.

- a. Touch **YES, with display.**
- b. To display the instructor's computer, touch **COMPUTER.**
- c. To display your laptop, touch **LAPTOP.** (You may need to toggle the laptop's display; how you do that depends upon your laptop.)
- d. If your presentation contains audio, touch **ROOM VOLUME** to adjust the sound.



4. Adjust the lights using the dimmer switch on the wall.

5. Adjust the window shades using the switch on the wall.

6. When finished, touch **SHUTDOWN.**

7. Are you sure you wish to power down the system? Touch **YES.**

→Need help? Use the phone in the closet to dial 7010 (IT Help Desk)