

# Multimedia Classroom Instructions

If you are having technical difficulties, please call Multimedia Services immediately at **953-7245**, M-F 8am – 5pm.  
Or, put in a **Hotline** by typing the word “hotline” in the URL address field of your browser.

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## 1. Turn **ON** the Computer

- a. **Press** the power button on the computer.
- b. **Type lab** in the Username field of the Novell login, no password is needed.\*
- c. **Click** OK.

## 2. Turn **ON** the Projector

- a. **Aim** the remote directly at the projector, or the projection screen.
- b. **Click** the **red button once**. It is located on the left top of the projector remote control.

## 3. Turn **ON** the DVD/VCR

- a. **Press** the **Power** button on the DVD/VCR.
- b. **Put** in your DVD or VHS tape.
- c. **Press** the **DVD/VCR** button to switch between the DVD player and the VHS player.
- d. **Press** the **Play** button to start the DVD or VHS tape.
- e. **Press** the **Video** button on the projector remote control until you get to the “Video” mode.\*\*

## 4. To use your Laptop

- a. **Locate** the VGA connection on the podium desktop.
- b. **Connect** the laptop to the VGA connection. (The VGA cable is available from the department.)
- c. **Turn ON** your laptop.

\* If you prefer to use your personal CitNet/Novell login information, type in your information in the Novell login and click OK. Another login screen will appear. Type **lab** in the Name field, but do not type in a password.

\*\* When you want to switch back to the computer, press the RGB button on the projector remote control until you get to the “RGB1” mode.

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**Please remember to shut down the equipment, put all of the remotes inside the podium,  
and lock the podium when you are finished with the room.**

**Thank you.**

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## Troubleshooting Multimedia Equipment

### **Computer Not Showing On Screen:**

- Make sure the projector is on.
- On the projector remote control, press the RGB button until you get to the "RGB1" mode.

### **Video Not Showing On Screen:**

- Make sure the projector is on.
- On the projector remote control, press the Video button until you get to the "Video" mode.

### **Projector Not Responding To Remote Control:**

- Move the switch on the end of the remote from Computer to Projector.

### **No Sound**

- Make sure the sound amplifier is turned on.
- Turn up the appropriate volume control.

**If you have checked all of the above, and you are still having problems,  
please call Multimedia Services at 953-7245 or put in a hotline.**

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and lock the podium when you are finished with the room.**

**Thank you.**