How to use a Classroom Computer in a College of Communication Classroom

Steps in this Helpsheet:

- Turn on the Projector
- Connect a USB Flash Drive
- Adjust the Volume
- Blank the Screen
- Turn off the Projector
- Get Help
  - Emergencies
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Turn on the Projector

Touch the touch panel screen to wake it up.

Press the Source you want to use to begin. The Projector will power on automatically.

If you pressed the COMPUTER button above, the computer will be selected by default.

You may have to move the mouse to wake the computer.

Connect a USB Flash Drive

If you would like to use a flash drive the ports are located in the rack on the Aux Panel.
Adjust the Volume

PLEASE NOTE: The volume controls and the menu across the bottom persist regardless of what screen you are on. The laptop screen is shown here only as an example.

- Press the PLUS sign as indicated near the top right corner turn up the volume.
- Press the MINUS sign as indicated near the center right of the touch panel to turn down the volume.

Press the MUTE AUDIO button to silence the audio. Press it again to restore the audio.
Blank the Screen

Press the "BLANK SCREEN" button at the bottom right to blank the screen. Press it again to restore the picture. Even though the class won’t see anything on the screen, you will still be able to see the picture on the teaching console monitor.

Turn off the Projector

Touch the touch panel screen to wake it up, if needed.

Please note the Laptop screen is shown for example purposes only. You may press the OFF button from any page as the bottom menu persists across all screens.

From any screen, press the OFF text in the lower left-hand corner.
Get Help

**Emergencies**

Call **911** for all emergencies

Call UT Police at **512-471-4441** for all other security concerns

**Technology and Classroom Equipment**

Contact College of Communication Technology Services for issues with classroom equipment, checkout equipment, and computing.

Call us at **512-471-1199**, e-mail us at comm-help@austin.utexas.edu, create a ticket in Moody College Service Desk or come see us at our walk-in helpdesk which is located in **CMA3.104**.

When you get off the elevator on the 3rd floor of CMA, we're immediately to your right.

**Facility**

Contact John Kimbrough, College Facilities Manager, by creating a ticket in Moody College Service Desk.