



Classroom Technical Guide


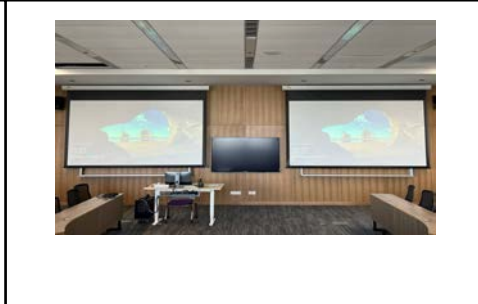
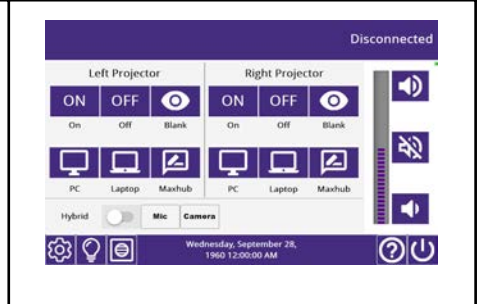

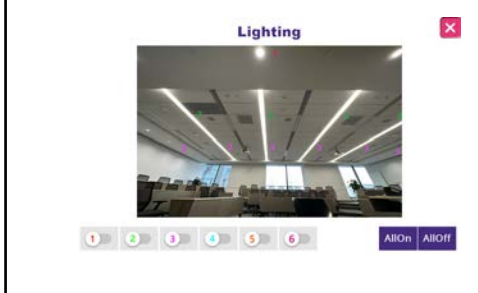
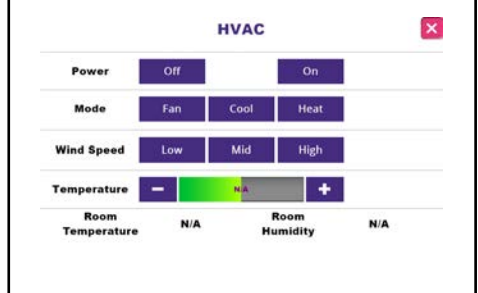
If you need assistance, dial **88** from the phone located on top of the Lectern. The IT Client Services desk is located on the 5th floor in room N525

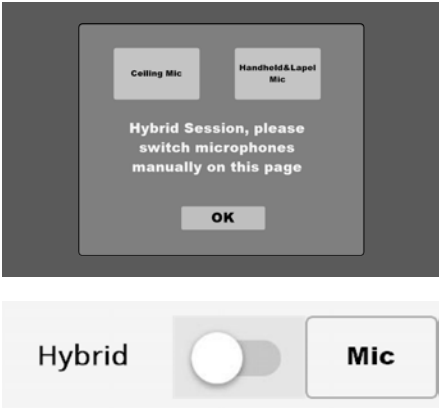
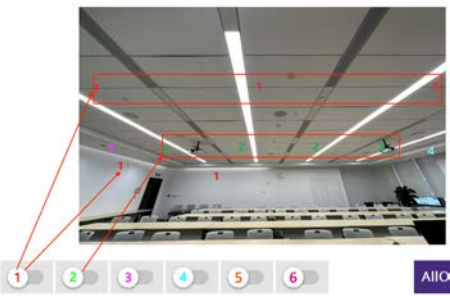


Note: Don't save data on classroom computers, all data on classroom computers will be deleted beyond recovery on every restart or shutdown.

Your classroom is equipped with the following:

<p>In the equipment rack:</p> <ul style="list-style-type: none"> Classroom Local PC (Lenovo) and loaded with standard desktop software 	<p>On the Lectern:</p> <ul style="list-style-type: none"> Keyboard/mouse (for local PC) IP Phone(dial 88 for IT support) USB Hub (for local PC) 1 Monitor (for local PC) Laptop connection cables (USB-C,HDMI) 2 Microphones with charging station 	<p>In the room</p> <ul style="list-style-type: none"> Extron control panel 2 Ceiling-mounted projectors and screens 2 Ceiling-mounted microphones 1 MaxHub (As the E-whiteboard)
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Use the Extron touch control panel to control the room equipment. The unit is on the lectern.

		
<p>1. Find the control panel on the lectern</p> <p>2. Press “start” to turn on the system</p>	<p>3. The projector will be on</p> <p>4. The screen will lower down</p> <p>5. Login in Classroom PC with NetID & Password</p>	<p>6. Press “PC” on the panel to display Classroom PC Desktop to projector</p>
		
<p>7. Connect personal Laptop or tablet with appropriate cable</p> <p>8. Press “Laptop” to display laptop desktop to projector</p> <p>9. Press “Maxhub” to display Maxhub desktop to projector</p>	<p>10. Press lighting icon “💡” on the left bottom of the control panel</p> <p>11. On “Lighting” page, click on “All on” or “All off” to turn on/off lights</p>	<p>12. Press AC icon “🌡️” on the left bottom of the control panel</p> <p>13. On the “Air Conditioner” page, press on “On” or “Off” to turn on/off the Air Conditioner.</p>

		
<p>* On Control Panel, slide “Hybrid” button to enable microphones for “Zoom” application on classroom PC,select “Handheld/Lapel microphones” or “Ceiling Microphone”</p>	<p>*On Control panel ->lighting page Slide the number button to turn the lights on or off on specific area marked with the same number</p>	<p>Note:</p> <p>Press “”on bottom right corner of the panel to shut down the system</p> <p>Put the wireless microphone to the charging station after use,the charging station indicator will lit on red</p> <p>Take your belonging with you and keep the lectern tidy after class</p>