The instructor stations in the smaller classrooms are essentially the same, though the exact position of the equipment may be slightly different.

• Usually, the computer will be left on. Shake the mouse; the large monitor should display a login screen. If the computer remains off, you’ll have to unlock the cabinet and push the power button on the front of the computer to turn it on.

• You can plug your USB drive into the ports on the side of the instructor station or into the monitor.

• You can hook up your own laptop to the cables on the desk.

• If you need a visualizer, please call 734.936.1410 to reserve one before your class starts.
Overview

• Control the projector, computer, etc. through the **box mounted on the wall**. If the box isn’t responding, the projector might be warming up. Wait 2 minutes and try again.

• To save time, **turn on the projector first** so it can warm up while you log into the computer. It takes 1 minute to warm up and 2 minutes to cool down the projector.

• Please **turn off the projector** at the end of class. Bulbs cost $600 each!
Turn the projector on - controls are mounted on the wall

- The controls are on the wall, either behind or to the side of the instructor station.
- Press the “PC” button for either the built-in computer OR a laptop.
- Press the “VIDEO” button for either the VCR or DVD player.
Faculty log-in should proceed just as if you were at the computer in your office.

**Be sure you’re logging into “UMICH.EDU (Kerberos Realm)”**
Log in - Guests

1. Press **CTRL-ALT-DELETE** on the computer keyboard

2. Enter your "**nursingguest**" as the username.

3. The password for this computer is "**nursing~guest!2**"

4. Be sure you’re logging into "**NURSE-xxxxx (this computer)**"
Where do I put the video or DVD in?

- The VHS/DVD player is inside the front cabinet in the lectern.

The DVD and VCR players are inside the front cabinet of the lectern.

- You’ll need a key to open it; you can get the key from your departmental administrative assistant.

- Don’t use the buttons on the machine to play, stop, pause, etc. – instead, use the controls on the touch panel on the top of the lectern.
Controlling the DVD player and VCR

Be sure to press the "VIDEO" button on the wall panel.

• Play/Stop/Pause using the buttons on the front, or use the white remote.

The DVD player should be on already. Please leave it on when you leave.

To play a DVD or a video tape:

• Put the DVD into the DVD player (left side) or put a VHS tape into the VCR (right side). You’ll need the key to unlock the cabinet in the front of the lectern. (Your departmental secretary has a copy of the key.)

• Press the VIDEO button on the wall panel

• Use the play, stop, fast forward, etc. buttons on the remote or on the front of the DVD player.

• Use the volume knob on the wall panel to control the volume.
Hook up your laptop

- The **Ethernet cable** looks like a large phone cord.
- The port may be on the **back or side** of your laptop.
- **This cable connects your laptop to the ceiling-mounted projector.**
- It attaches to the **monitor port** on your laptop, usually on the back.
- **See next page for audio hookup**

Notes:

- **When your computer is turned on and told to project to an outside monitor,** the signal will automatically switch from the built-in computer to your laptop.
- **Every laptop is slightly different.** For example, your ports might be on the back or the side of your computer.
- **In most cases,** there is only one port that will fit any given plug. Don’t try to force a plug to go into a port.
Hook up audio to your laptop

- Look for the tiny “headphones” icon
- The port may be on the back or side of your laptop.
- Sound will play through the ceiling-mounted projector.

If you don’t need to play audio from your computer, you can skip this step.
Using the microphone

- The microphone broadcasts through the speakers and also through the assistive listening devices in the room.
- It’s stored in a zipper pouch in the lectern.
- Just turn it on; needs no other setup. If it doesn’t turn on, it might need new batteries (there should be spares in the pouch).
- Control volume on touch panel on the lectern.
Where do I put my USB drive?

• You can insert your drive in the ports whether the computer is on or off.
• You can use this extension cable for any USB device. Most commonly, this will be your “jump drive,” used for storing and moving files between computers.
Wireless keyboard

- Be sure to place the keyboard in the dock when you are done so it can recharge.

- You can use this keyboard almost anywhere in the room.
- The “stripe” on the right can be used to scroll down; the “circle” is a trackpad.
- Be sure to put it back into its stand (as shown) so it can recharge.

- The wireless mouse is gyroscopic; you can use it by pointing it at the screen.
Shutting Down

• Projector bulbs cost hundreds of dollars each – please turn off the projector before you leave!
• Press and hold the PC button for 5 seconds.
• You won’t be able to turn the system back on until it’s cooled off completely – 2 minutes.
Who can I contact for help?

- Contact SN-ITS at 734.764.4425 for all support requests
- If SN-ITS is not available, contact the Simulation Lab Manager at 734.936.1410