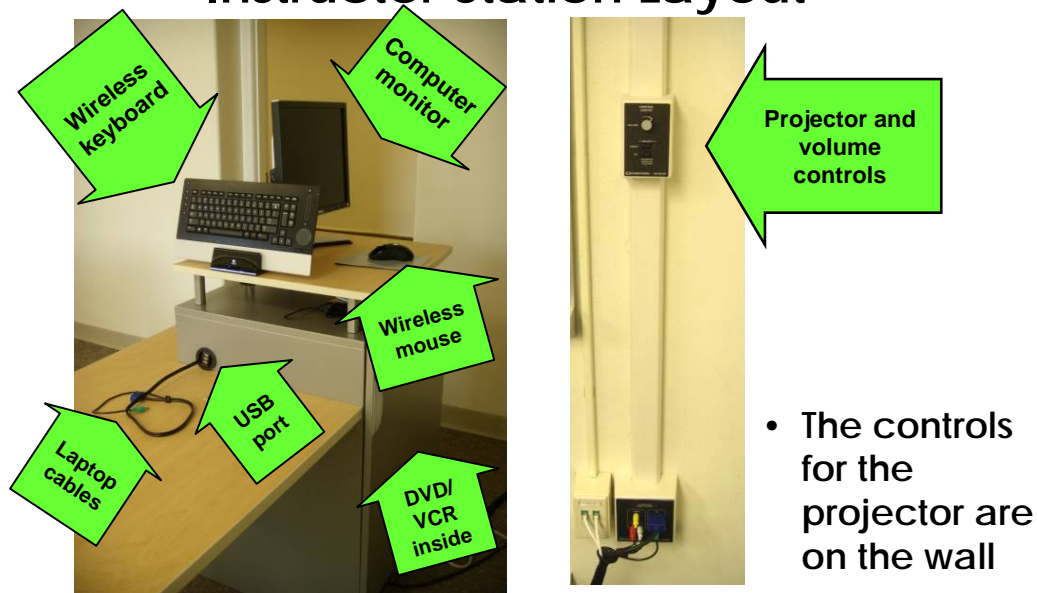


Instructor Station Layout



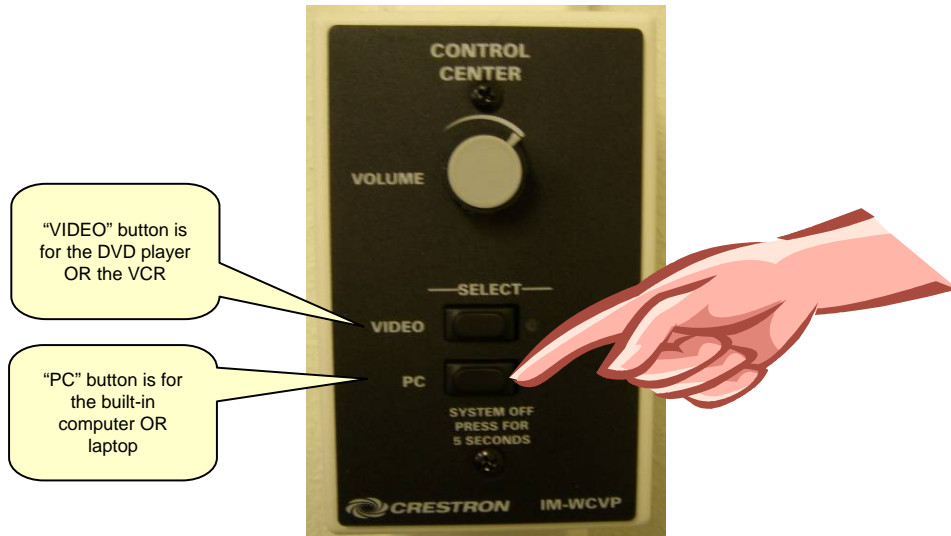
The instructor stations in the smaller classrooms are essentially the same, though the exact position of the equipment may be slightly different.

- 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.

Log in – Faculty – Part 1



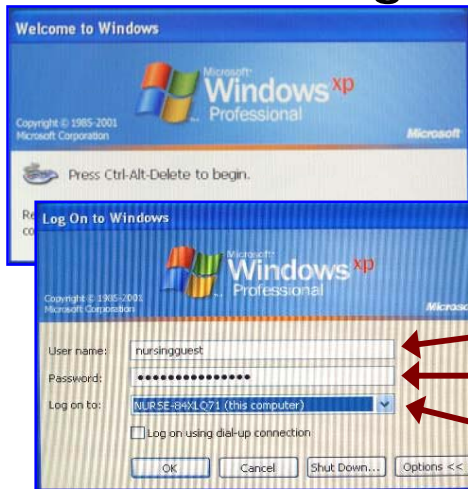
1. Press **CTRL-ALT-DELETE** on the computer keyboard

2. Enter your **Kerberos username and password**.
3. Be sure you're logging into **"UMICH.EDU (Kerberos Realm)"**

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?

Where do I get a key to open the panel on the front of the lectern?

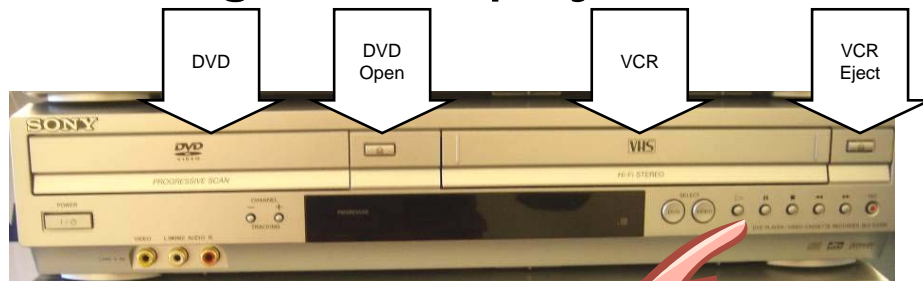
From your departmental admin person.



- 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.



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

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

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.

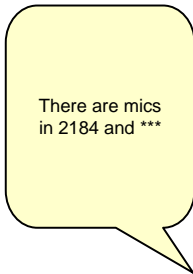
Hook up audio to your laptop



- 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 mic is in a zipper pouch in the lectern.
- Just turn it on; needs no other setup.
- Control volume on touch panel on the lectern.

- 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?



On the left side
of the podium,
or on the
monitor.

- 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 gyrosopic; 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 Manger at 734.936.1410