

# Office of Information Technology

## Classroom and Lab Support

**SSAP B101** (See picture below)

Capacity: 25

Equipment: Smart podium, projector, screen, and sound system

The Smart podium consists of a PC with Windows operating system, a DVD/VCR player, and connections for a laptop computer. All items are connected to the projector and sound system through a switch box located on the top of the podium.

Computer:

- Manufacturer: HP
- Model: DC 5750
- Processor: AMD Athlon 64, 2.39GHz
- Memory (RAM): 1 GB
- DVD R/W
- Operating System: Windows XP

Software:

- Windows OS: XP SP3
- Adobe Acrobat Reader 9
- Mozilla Firefox
- Internet Explorer 7
- Microsoft Office 2007 (Excluding Outlook)
- Microsoft Visio 2007
- Microsoft Project 2007
- VLC media player
- Windows Media Player 11
- QuickTime Player
- Real Player
- Flash Player
- Shockwave Player

If you need assistance, contact the Service Desk at x 4130, located next to the Mailroom in Central Services.

## Setup to view devices on the projector screen.

- 1) Turn on the projector and wait for it to warm-up.



- 2) Turn on the computer.



- 3) Turn on the DVD/VCR player, and select to play DVD or VCR.



- 4) Press corresponding controller button to view the **computer**, **laptop**, or **DVD/VCR player** on the projector screen.

### Laptop Setup

Hook up Laptop to the Audio, Monitor, and Ethernet cable connections that are made available on the podium.



(Sound) Audio

(Internet) Ethernet

(Out to projector) VGA Monitor



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Unified Service Desk at  
Extension 4130

Please turn the Projector off, shut down the Computer, and turn off the VCR/DVD when you are finished.

