

SEMINAR ROOM 300A/B 309, 310, 402, 405 & 473 – Classroom Technology Instructions:

Computer Login:

Sign into the PC with your UMB (University of Maryland - Baltimore) username and password.

Classroom A/V System:

To show presentations, and/or materials from the computer, through the projector:

- Touch Screen to Start.
- Select “Show Podium PC” to show items being shown on the PC at the podium.
- Load materials onto the computer desktop.
- Individual cameras can be selected for video conferencing by touching the “Camera Select” button.

Laptop Usage Instructions:

You may use your laptop in place of the room’s PC. On the right hand, side there is a built-in cable port box containing multiple connectors. You must provide your own adapter to utilize this function.

- Select the connector appropriate for your laptop. (If using the VGA connector, an audio line is required for sound)
- On the touchscreen, select “Show Laptop Connection”.

Volume Controls:

- To adjust volume, use the + and - controls on the bottom right of the touch screen (this is program volume) and at the right-hand side of the touch screen (this is the microphone volume).

Please turn off the AV system when you are finished:

- **Touch “Shut Down Room” button at the bottom left.**
- **Restart or log off the computer.**