

All of the classrooms have gone through some changes over the summer. We know that many of these changes can be confusing and downright frustrating . With these steps, you should be able to navigate through all of the changes.

GETTING STARTED

All of the rooms that have experienced the new hardware changes have new rolling podiums. Within these podiums are housed all of the accessories that you will need to manage the classroom's computer, projector, and even the air conditioner.

CLASSROOM COMPUTERS

Every classroom has a computer located in the room. In the rooms with the recent upgrades, these machines are now housed within the new credenzas.

Handling the Hardware: Ensure that the machine is powered on. Moving the mouse is the fastest way to find out if the machine is on.

- If not, locate the Power button on the machine. This is a white light located on the machine. In most instances the machine is fixed to the back of the monitor itself, or in the podium cabinet. If the light is not on, please press the small, white, power button. If done correctly, the power indicator will glow.

Screens: All of the Hess classrooms have screens installed. In the upgraded classrooms the screen is currently the only means to view the computer's display.

- If the screen is not on, or happens to be in power-save mode, you only need to press the Power button located on the remote, or even physically on the screen itself.

Connecting your Device Wirelessly: In each of the Hess classrooms, is the ability to connect your own personal device, without having to physically connect. This means that any machine; Windows, Mac, etc., has the ability to be viewed on the screen.

- In order to do so, set the screen to HDMI2 using the remote (located in the podium).
- Once set to HDMI2, you will see a screen that has an IP address displayed in the bottom left corner. Open your device's web browser, and enter that code.
- On your device, you will be asked to "Connect". Agree to do so, and your device should duplicate on the room's screen

NEED HELP?

If for any reason, you have any questions, concerns, or problems with the classrooms the Post University IT team is on-hand to offer assistance.

- **Reaching the IT Team:** Every classroom has phone located at the front of the room, and every phone has a Post ICT "shortcut" button. Pressing that will automatically call the ICT office. Someone will answer the phone and assist any issue as quickly as possible.

NEED MORE HELP?

Don't worry. A lot of these changes can feel very problematic. Which is why if you would like further assistance, please feel free to setup a walkthrough with a member of the ICT Team. We will do our best to work within your schedule. At most the process should take about 15 minutes.