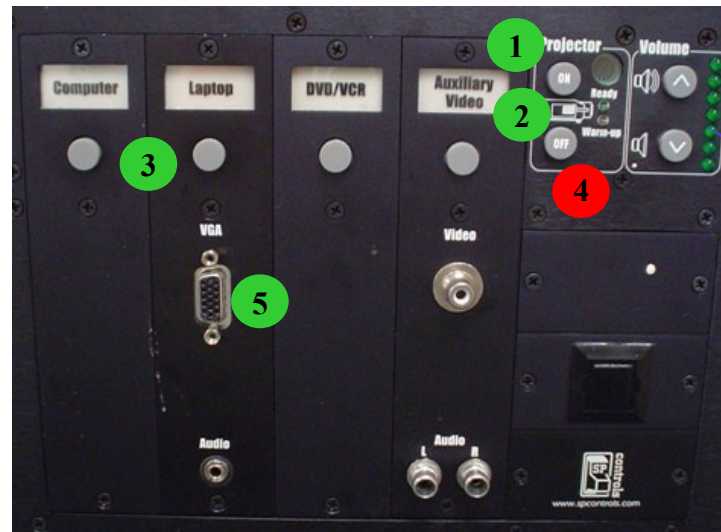


# Classroom Technology Guide

## Power On

1. Press the ON button on the control panel.
2. Wait for the red warm up light to turn off.
3. Press the appropriate grey button to select the device you will use.
4. Turn on the computer or DVD/VCR as needed.
5. If you are using your laptop, find the laptop cable on the shelf in the closet and connect your laptop to the control panel.
6. Use the wall switch labeled "SCREEN", located between the control panel and the door to lower the screen.
7. If you are using the computer, the user name is "classroom" and the password is "instruct".



## Power Off

1. If you were using the computer, please log off and shut it down.
2. If you were using your laptop, please disconnect the cable and return it to the cabinet.
3. If you were playing a DVD or VHS tape, don't forget to eject it.
4. Press the OFF button on the control panel.
5. Raise the screen.

For assistance, call (909) 607-3695 or ext. 73695. Please note that a request separate from the room reservation must be made in order for the technology cabinet to be unlocked. You can send your request to [av@cgu.edu](mailto:av@cgu.edu).