

# Educational Technology Support Services Classroom Training Manual

Standard Classrooms  
Fall 2013

# Accessing the Classroom Control Panel

- Log on to the classroom computer to access the control screen below



# Turning the Projector On

- Click the “Power On” button to start projector
- Projector will beep, screen image appears in ~20 seconds



Note: The PC is the default video source

# Turning the Projector Off

- When class is over please turn off the projector by clicking the “Power Off” button



# Using the Document Camera & Laptop

- Click on the “Doc Cam/Laptop” button to select device
- Use the INT/EXT button on the Doc Cam to switch between the Doc Cam and Laptop



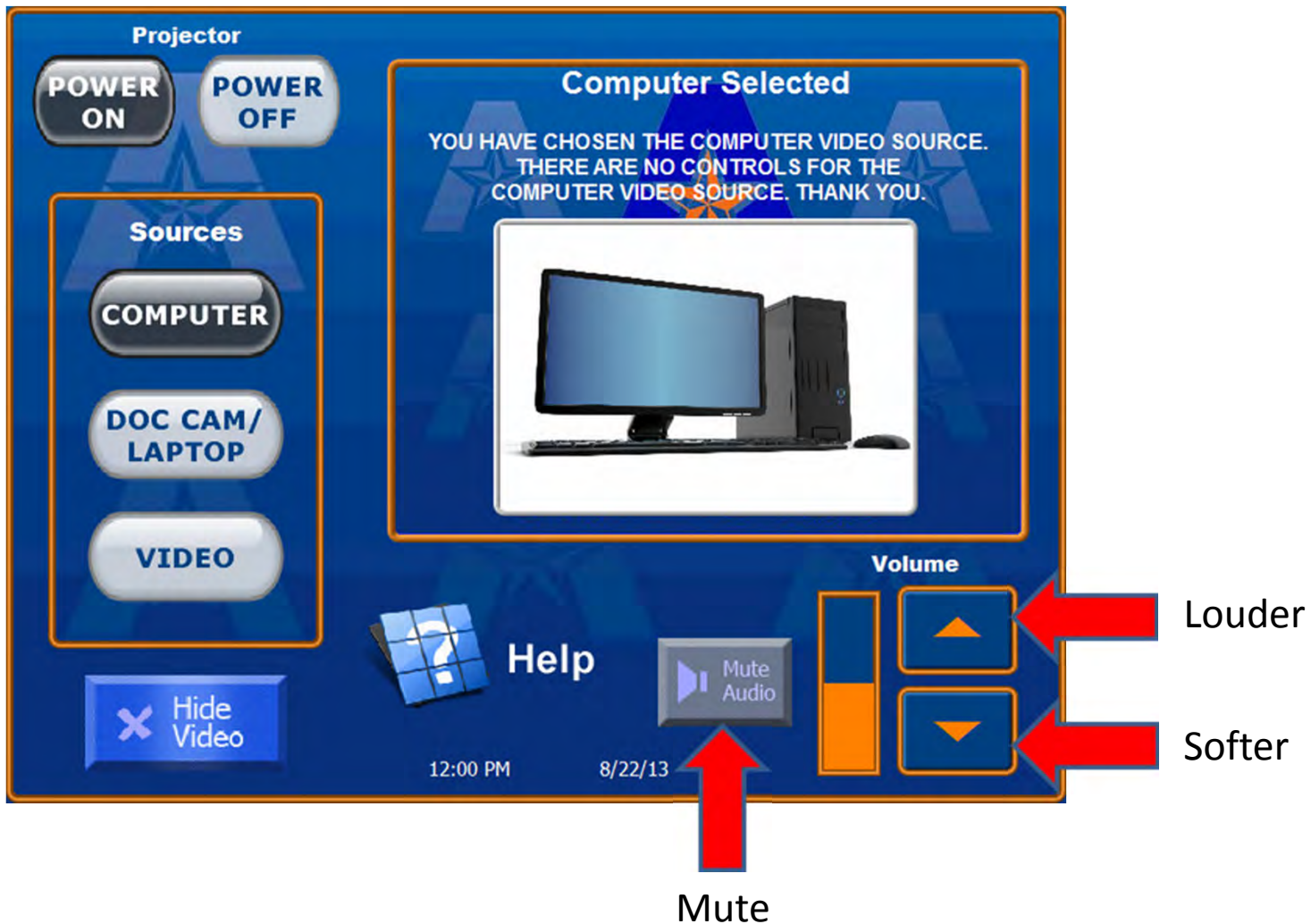
# Playing Videos

- Click on the “Video” button to play a video



# Audio Controls

- Click the appropriate button to achieve your desired audio level



# Hiding Video Feed

- To hide video in favor of another source click the “Hide Video” button
- Click the button again to return to the video feed



# Technical & Emergency Assistance

- If you need technical or emergency assistance during class click on the “Help” button
- Please Note: the video will automatically mute when you request “Help”



# Technical & Emergency Assistance

For technical assistance, please contact  
Educational Technology Support Services  
at  
[classroomsupport@uta.edu](mailto:classroomsupport@uta.edu)  
or  
817-272-1449

Thank you!



To Contact  
UTA Police >>>>



# Emergency Assistance

If you have an emergency,  
please press the button  
that best describes your  
situation.

A police officer will immediately  
be dispatched to your location.



Please dispatch  
a police officer.  
Medical Emergency



Please dispatch  
a police officer.  
Non-Threatening



Please dispatch  
a police officer -  
Threatening

