Reporting issues via email:

Send email to rxreport@pitt.edu

Include in the email

Date:
Time:
Room:
Professor:/Class:
What happened:
Did you assist?
Was problem resolved?
Time this took:
Any notes?

Otherwise report via the web:
http://support.pharmacy.pitt.edu
Operating the Microphone

To turn on microphone(s) all you need to do is press the power button until it turns on. It is powered off the same way.
Using the Keyspan Presentation Remote:
The remote has 2 modes which are controlled via the Mode button (white button). When the mode button is not showing a green light, the remote is in standard mode. When the mode button is lit green, then the remote is in Media mode.

Using the Keyspan Presentation Remote’s Laser Pointer:
To turn on the Laser Pointer, hold down the Laser Pointer button (blue button) AND the Mode button (white button) simultaneously. The Mode Button will show a red light when the laser is activated. The laser pointer turns off after 30 seconds of use. To deactivate the laser again, hold down the Laser Pointer Button (blue button) until the Mode Button flashes rapidly.
When Audience Response is not accepting input from the clickers

The Turning Point receivers should not have to be reset. In the event the clickers do not seem to be responding:

1- Open the Turning Point Software by double clicking the icon on the desktop.
2- Click the Turning Point 2008 tab
3- Click on Tools and select Settings from the drop down menu.
4- Select Response Device on the left side.
5- Verify the ResponseCard Channel is set to 41.
   If the device is not set at 41, click on the numeric setting and change to 41.
Logging on to MAC or Windows in 228 Salk Hall

When system starts you will be prompted to select the operating system

Using the mouse selects the desired operating system (MAC OS X or Windows) System will start desired selection.

At log on screen, enter your PITT username and password. If using Windows verify that “Log on to:” is set to PITT before logging in. If this option is not displayed, click the Options << button

When you are finished with the system, restart the system. This will take the system back to the boot options for the next user.

If you are using Windows, click Start button and select Shutdown. When prompted with “What do you want your computer to do?” select Restart from the drop down list and click “OK”. This will take the system back to the boot options for the next user

If you are using MAC OS X, click the blue apple in the top left corner of the MAC and select Restart. When asked “Are you sure you want to restart your computer now”, click Restart. This will take the system back to the boot options for the next user.
Room 229

How to Login and Setup the Projector

Step 1: Turn the computer and monitor on

Step 2: When presented with the login screen press Ctrl-Alt-Delete. Enter your Pitt Username and password. Make sure that “PITT” is selected in the “Log on to: drop down menu.

Power on Projector - A remote for the projector is available from John Smith
Press and hold the Power button on the Projector control panel on the bottom of the projector or open door on remote and press POWER button. You must point remote at projector.

Shutdown Computer
When finished, make sure the computer and projector are turned off when finished.

Power off Projector
To power off projector, press and hold the power button on the projector or use remote power button. A message will be displayed on the screen to “Please Wait”. The projector will then cycle off.

IF THIS IS THE FIRST TIME YOU HAVE LOGGED ON SINCE 9-1-08
Microsoft Office will be configured when you open any Office applications (Word, Excel, PowerPoint, etc..). The configuration will only occur once for each user.
Room 234

How to Login and Setup the Projector

Step 1: Turn the computer and monitor on

Step 2: When presented with the login screen press Ctrl-Alt-Delete. Enter your Pitt Username and password. Make sure that “PITT” is selected in the “Log on to: drop down menu.

Power on Projector - A remote for the projector is available from John Smith
Press and hold the Power button on the Projector control panel on the bottom of the projector or open door on remote and press POWER button. You must point remote at projector.

Shutdown Computer
When finished, make sure the computer and projector are turned off when finished.

Power off Projector
To power off projector, press and hold the power button on the projector or use remote power button. A message will be displayed on the screen to “Please Wait”. The projector will then cycle off.

IF THIS IS THE FIRST TIME YOU HAVE LOGGED ON SINCE 7-1-08

Microsoft Office will be configured when you open any Office applications (Word, Excel, PowerPoint, etc..). The configuration will only occur once for each user.
Room 456

How to Login and Setup the Projector

Step 1: Open the closet using the combination. If you don’t know the combination, contact your support staff.

Step 2: Get the Key for the computer cabinet from the white hook in the closet. And use it to unlock the computer cabinet.

Step 3: Turn the computer on.

Step 4: Press the monitor power button. There should be a GREEN light on under the Power button on the top right hand side of the monitor.

Step 5: On the podium, press “Display Power” on the projector control panel. Make sure that “PC” is selected by pressing the PC button.

Step 6: When presented with the login screen enter Ctrl-Alt-Delete. Enter your Pitt Username and password. For Pharmacy, make sure that “Pitt” is selected in the “Log on to:” drop down menu.

Power off the Projector

Press the Display Power button on the Projector control panel. The Display power light will blink to show that the projector is going to shut down as soon as it is cool enough.

Logout and Power off the PC

When finished with the computer, you must log out. If no one is using the computer after you, Shutdown the PC.

Microphone and laser pointer

A microphone and laser pointer are in closet. If they aren’t working, check the batteries. Replace batteries if necessary with the extra set provided. If the microphone or laser pointer is not present, call John Smith, 412-648-8362 for an extra microphone or laser pointer.

Before You Leave the Room:
Projector Off
Monitor Off
Shut down Computer
Lock Cabinet
Return Keys to White Hook in Closet
Close Closet Door

Help

First contact: Your support staff or John Smith x88362
Projector or AV problem, call CIDDE at x87242 or x82831
Second Contact, Dental School Help Desk x88544
LIGHTING CONFIGURATIONS for ’03 HALL (456 Salk Hall)

Suggested configuration for best screen viewing during projector use:

- **Main fluorescents** = One switch up
- **Zone 5, 6 and 7** = ON

To increase lighting for class discussion, flip second florescent switch on.
Adding zones 1, 2 or 3 has little effect on overall class lighting.

For white board use, activate zones 1 and 2 for maximal board lighting.

When leaving the room, hit zone 8 twice.
All zone lights will shut off and the hanging fluorescents will remain on. They are on a sensor and will shut off during inactivity.

**GENERAL**
Hanging fluorescent lights are controlled by double switch to the right of the teaching podium.
They are on a sensor. They will come on upon entering the room and will shut off after class activity ceases. Two switches up = max lighting. One switch up = half power. No switches up = off.

Main screen control = first down-up toggle switch.

Laptops plug into the inputs on the Extron panel on the front of the podium to the speakers left

<table>
<thead>
<tr>
<th>Lighting Control</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Zone 1 = center board lights on bulkhead</td>
<td>Zone 5 = all main ceiling cans and 4 cans over new seating</td>
</tr>
<tr>
<td>Zone 2 = left &amp; right board lights on bulkhead</td>
<td>Zone 6 = 6 cans over aisle separating new seating from main seats; ’03 Hall sign</td>
</tr>
<tr>
<td>Zone 3 = single can over teaching podium</td>
<td>Zone 7 = 3 florescent lights over new rear seating</td>
</tr>
<tr>
<td>Zone 4 = 3 cans on bulkhead</td>
<td>Zone 8 = all ON/OFF</td>
</tr>
</tbody>
</table>
Using system in 635 Conference Room

1. Turn on system. Power button is located on the rear of the system.

2. Turn on mouse and keyboard. The power switches are located on the rear of the keyboard and mouse.

3. Turn on projector. Power button is located on bottom of projector.

4. When system starts you will be prompted to select the operating system.

5. Using the mouse select the desired operating system (MAC OS X or Windows). System will start desired selection.

6. At log on screen, enter your PITT username and password. If using Windows verify that “Log on to:” is set to UPITT-USERS before logging in. If this option is not displayed, click the Options << button.

7. To run applications on MAC, Open Finder by clicking the icon in the system tray.

8. You will find programs in the Applications folder.

9. If you are using a USB memory stick, the connections are located on the rear of the system.

10. When you are finished with the system, select Restart from the shutdown menu on Windows or by clicking the blue apple in the top left corner of the MAC. This will take the system back to the boot options for the next user.

11. WHEN FINISHED TURN OFF POWER TO KEYBOARD AND MOUSE

12. Turn off Projector.
Room 810-A

How to Login and Setup the Projector

Step 1: Open the closet using the key located on the hook.

Step 2: Turn the computer on.

Step 3: Press “Display Power” on the projector control panel. Make sure that “PC 1” is selected by pressing the PC 1 button.

Step 4: When presented with the login screen enter Ctrl-Alt-Delete and enter your Pitt Username and password and make sure that “PITT” is selected in the “Log on to:” drop down menu.

Power off the Projector

Press Projector off button on the Projector control panel. The Display power light will blink to show that the projector is going to shut down as soon as it is cool enough.

Logout and Power off the PC

When finished with the computer, you must shutdown the PC

Before You Leave the Room:

Projector Off
Monitor Off
Shut down Computer
Lock Cabinet
Return Keys to White Hook in Closet
Close Closet Door

Help

First contact: Your support staff or John Smith  x88362
Projector or AV problem, call CIDDE at x87242 or x82831
Second Contact, Dental School Help Desk x8854
810-B Instructions

How to Login and Setup the Projector

1- Open closet door. Key is locate on hook left of door.
2- Connect VGA cable (Blue ends) to laptop. Cable can be found in drawer in closet.
3- Connect remaining end of cable to jack in closet labeled “PC Display”
4- Connect Audio cable (Green ends) to headphone jack on laptop.
5- Connect remaining end of audio cable to jack located below PC Display connection
6- This room is capable of wireless network access. If you need assistance connecting, please contact John Smith.
7- Power on laptop
8- Power on projector by pressing “Display On” button in closet.
9- Press PC 2 button in closet for video selection

When Finished

1- Press “Display Off” button in closet to turn off projector.
2- Disconnect and return network cable, Video cable, and audio cable to closet
3- Make sure key has bee returned to hook and close closet door.

For assistance contact John Smith at 648-8362
Using system in 902 Conference Room

1. Using the black remote for the monitor, turn on the power by pressing the power button.

2. If the computer is not turned on, turn on system. Power button is located on the front of the system. If light on power button is lit, system is on.

3. Turn on mouse and keyboard. The power switches are located on the rear of the keyboard and mouse.

4. When system starts you will be prompted to select the operating system.

5. Using the mouse select the desired operating system (MAC OS X or Windows) System will start desired selection.

6. At log screen, enter your PITT username and password. If using Windows verify that “Log on to:” is set to PITT before logging in. If this option is not displayed, click the Options << button.

7. While Windows loads, the use of wireless mouse and keyboard are disabled for approximately 1 minute while drivers load. Please be patient.

8. If you are using a USB memory stick, the connections are located on the front of the system.

9. When you are finished with the system, select Restart from the shutdown menu on Windows or by clicking the blue apple in the top left corner of the MAC. This will take the system back to the boot options for the next user.

10. WHEN FINISHED TURN OFF POWER TO KEYBOARD, MOUSE, AND MONITOR. DO NOT TURN OFF COMPUTER.

11. If you are using a laptop system, connect the VGA cable to the laptop. Cable is located in cabinet to left of computer. Use the black remote for the monitor and select RGB2 by pressing the input button on the remote.

   Once the monitor is on and laptop connected, you must change the video mode of the laptop. For Dell laptops, you must press the Function key (fn) and F8. This will sent the video signal to the monitor.
Using system in 1109 Conference Room

1. Using the black remote for the monitor, turn on the power by pressing the power button.

2. If the computer is not turned on, turn on system. Power button is located on the front of the system.

3. Turn on mouse and keyboard. The power switches are located on the rear of the keyboard and mouse.

4. When system starts you will be prompted to select the operating system.

5. Using the mouse select the desired operating system (MAC OS X or Windows) System will start desired selection.

6. At log on screen, enter your PITT username and password. If using Windows verify that “Log on to:” is set to PITT before logging in. If this option is not displayed, click the Options << button.

7. While Windows loads, the use of wireless mouse and keyboard are disabled for approximately 1 minute while drivers load. Please be patient.

8. If you are using a USB memory stick, the connections are located on the front of the system.

9. When you are finished with the system, select Restart from the shutdown menu on Windows or by clicking the blue apple in the top left corner of the MAC. This will take the system back to the boot options for the next user.

10. WHEN FINISHED TURN OFF POWER TO KEYBOARD AND MOUSE

11. If you are using a laptop system, connect the VGA cable to the laptop. Use the black remote for the monitor and select RGB2 by pressing the input button on the remote.

Once the monitor is on and laptop connected, you must change the video mode of the laptop. For Dell laptops, you must press the Function key (fn) and F8. This will sent the video signal to the monitor.
1400 Posvar Instruction Sheet

How to Login and Setup the Projector

Step 1: Turn the computer on.

Step 2: Press “Display Power” on the projector control panel. Make sure that “PC 2” is selected by pressir the PC 2 button.

Step 3: When presented with the login screen enter Ctrl-Alt-Delete and enter your Pitt Username and password

Step 4: If there is audio in your presentation, press the button labeled “AUDIO” to turn on.

There is a wireless lavaliere microphone in the drawer. If a second microphone is needed or wireless microphone is not functioning, there is a wired lavaliere in the drawer.

Insert microphone cable into the jack labeled "Mic Input". You do not need to do anything else to have the microphone function. There is also a handheld microphone in the drawer.

How to use Turning Point:

Open turning point
Open PowerPoint file from inside Turning Point
Reset the session
Click on the button labeled “Tools” and select “Settings”.
Click on Response Device and verify device is set to 41, if not change device settings by clicking on the number.
Verify Expected Devices is set to 120. If not, change the setting by clicking on the number.
Click “Done” to save settings.

Power off the Projector

Press Projector off button on the Projector control panel. The Display power light will blink to show that th going to shut down as soon as it is cool enough.

Logout and Power off the PC

When finished with the computer, you must shutdown the PC

BEFORE YOU LEAVE THE ROOM:

Projector Off
Shut Down Computer
Microphone and Pointer In drawer

For help
Contact: Your support staff or John Smith 412-648-8362