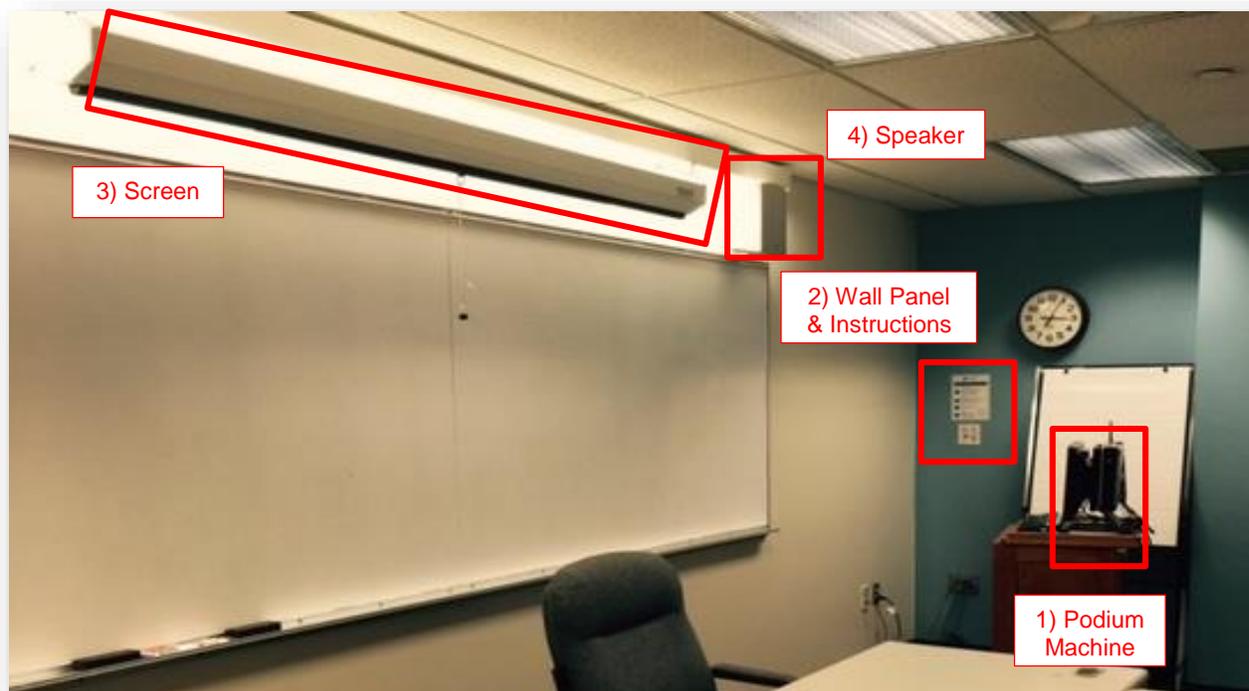## Classroom Technology

Cambridge College has adopted the HP series computer as the College standard podium machine for classroom technology. Faculty and Staff will utilize either the HP 8300 or HP 7900 desktops in the classroom podium. This machine works in conjunction with the installed AV equipment in classrooms throughout Cambridge College.

In the picture below, you can see an overview of a typical Cambridge College classroom setup. Classroom technology consists of:

1)   A podium and podium machine
2)   Wall Panel and instructions
3)   Screen
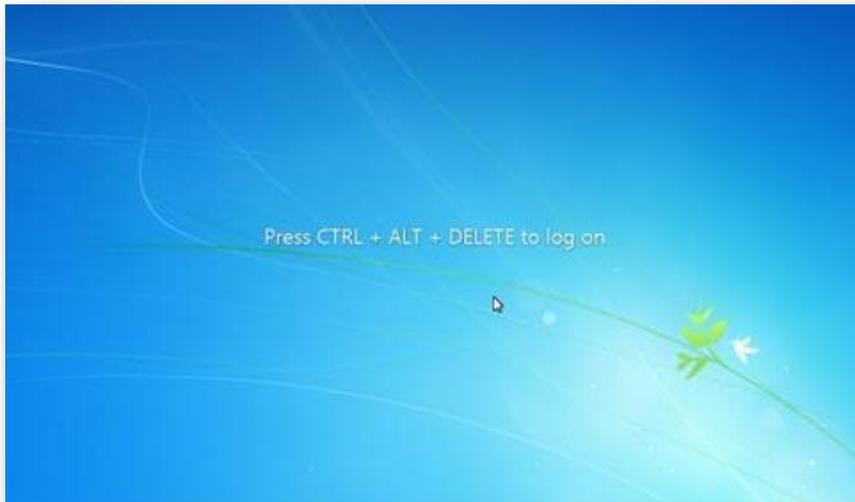4)   Two speakers per room
5)   Projector (not pictured)
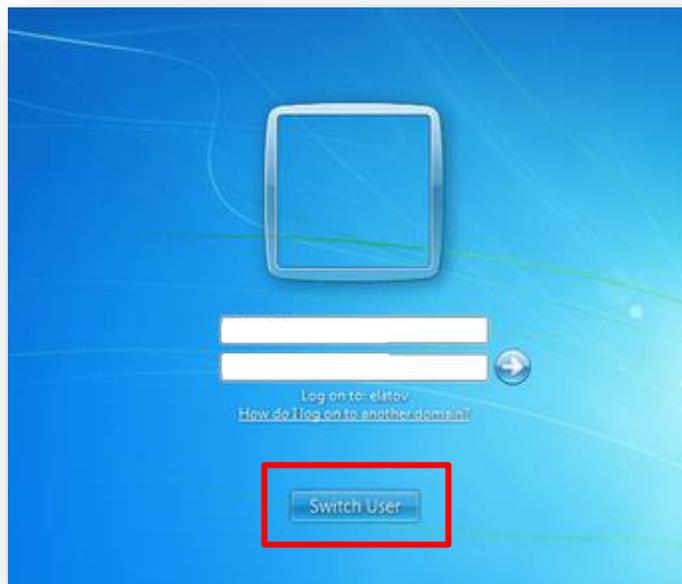
Overview: Podium Machine

Logging On

1. When arriving into a classroom, the machine screen might be dark as the machine is asleep. Touch the keyboard or move the mouse to awaken the machine.

2. Follow the instructions on the screen, and press Ctrl + ALT + Delete on the keyboard to logon
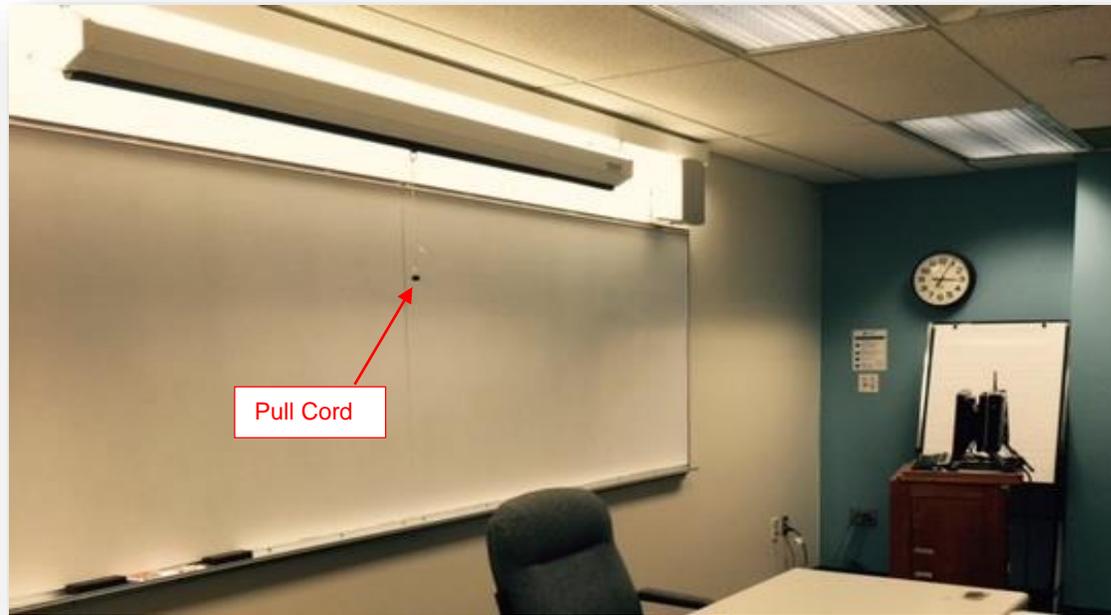

3. On the logon screen enter your Cambridge College user name and password to logon. Note: If you were not the last person to use the machine, you may need to select **Switch User** in order to enter your user name and password.
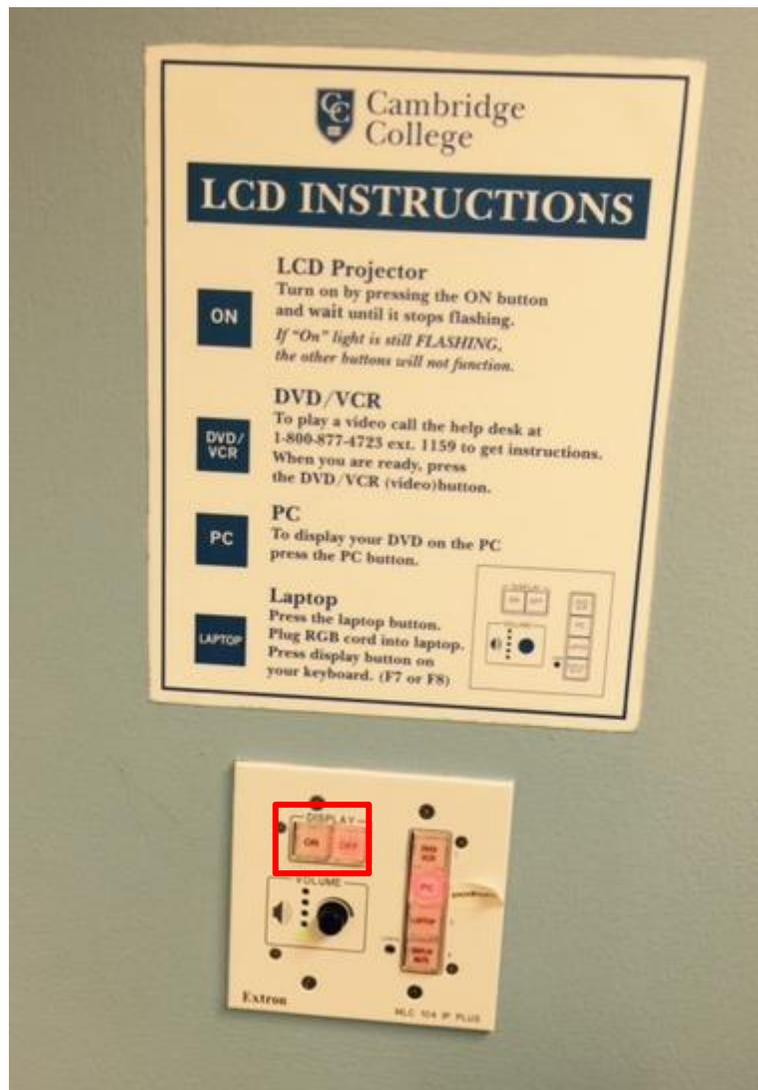
Overview: Screen

When you arrive into a classroom, pull the screen down by the pull cord to release the surface.

Pull Cord

Overview: Wall Panel

The wall panel is located near the podium machine and controls the projector mounted in the ceiling.

1) Press the On button to turn on the projector. You may have to wait a few moments for the projector to warm up before it displays on the screen. If you experience difficulty with the image on the computer displaying on the projector, please push "Alt" and then "F8".
2) Switch the source to PC for the podium machine, or Laptop if you have connected your own personal device for use.
3) The volume knob controls the volume for sound coming through the speakers

Further Assistance:

If you have trouble signing into the podium machines, or if you have problems with the projector, help is available. Please contact the IT HelpDesk by calling 617-873-0159 and an operator will put you through to an available technician. There is also an in-person IT Help Desk at each Cambridge College building. Please check with security at your location to find out where the Help Desk is located for your site.