



# NEED HELP? - USER GUIDE

Scan code for more info

SHAFFER-3

For **HELP** during academic classes, Mon.- Fri. 8am - 8pm  
**call 410-516-6699**

For all other events, support is only available if scheduled in advance by calling 410-516-8303  
For all Facilities related needs, please contact Plant Operations at 6-8063 or submit a work request at <http://www.fm.jhu.edu>

## 1. TURN THE SYSTEM ON

Press anywhere on the screen to activate the system.

If the panel is blank and you do not see the JHU start page, press the screen to activate it.

Welcome To

Johns Hopkins University

Press screen to enter the system

## 2. SELECT AN INPUT AND USE THE EQUIPMENT



- ◆ For laptops the optimum resolution is **1024 x 768**.
- ◆ For more in depth instruction on using the system scan the QR code above or head to <http://www.jhu.edu/classrooms>
- ◆ **PROJECTOR MUTE**— Use to mute the projector for times when you do not wish to project your source.
- ◆ **MUTE**—Use to mute either the microphone or input volume.
- ◆ **HELP**— During regular support hours, please call 410-516-6699, if you need additional assistance



## 3. TURN THE SYSTEM OFF

When you are finished, please press the Exit System button to turn off the system. It will ask you if you are sure you are ready. If you are, press YES. If you wish to continue using the system, press NO.

Be sure that you have ejected any media you may have used and take with you your laptop/accessories.

Are you sure you want to Exit?



There will be a 2 minute cycle down of the system before you can start the system again