

Helpsheet:

Using IT equipment in lecture theatres

This helpsheet contains general information on using the IT equipment located in Deakin University's lecture theatre teaching and learning spaces. Further information on the type of facilities available in each lecture theatre can be found at <www.deakin.edu.au/its/av/rooms/>.

General information on the equipment available in teaching and learning spaces is available from the *Audio Visual (AV) equipment in teaching and learning spaces (including lecture theatres)* helpsheet on the ITSD Publications website at <www.deakin.edu.au/its/publications/>.

Preparing to use IT equipment in lecture theatres

You must have a current Deakin username and password to access lecture theatre computers.

Any Deakin staff member can create an account for a new staff member from <www.deakin.edu.au/password/>, but various areas have established their own internal processes for account creation. If you do not have a username and password, please see your administrative officer or supervisor for assistance as soon as possible.

Remember to allow enough time for your account to be set up before you need to use the lecture theatre computers. This time will depend on your area's own processes, as well as the time it takes for the actual account to be created.

ITSD recommends that you log on to the required IT facility using your username and password before your scheduled session, to confirm that all is working as you expect.

If your files are stored in a shared work area, ITSD recommends that you familiarise yourself with mapping network drives, prior to your lecture theatre usage. Refer to the *Mapping Network Drives* helpsheet on the ITSD Publications website at <www.deakin.edu.au/its/publications/>.

You can also run your files from a USB drive.

Using the computing facilities

All lecture theatres contain a desktop Windows workstation as default. These are referred to as 'computer' on the ITSD AV Rooms webpage).

You can also connect a laptop to the console instead of using the supplied lecture theatre unit. The facilities are set up to provide video and audio from your laptop.

Regardless of which type of computer you use, you need to log on with your Deakin username and password.

Logging on

Press the **Ctrl**, **Alt** and **Delete** keys simultaneously.
Enter your Deakin `username` and `password`.

Your personal desktop is then established and your Deakin home directory set up as **H:** drive. You will have access to the University network, including any shared drives, as well as the Internet.

You can continue using the computer while any updates are running.

Your home directory

Your home directory is automatically set up as the **H:** drive on the workstation. It is accessed as your **My Documents** area, the same as on your regular workstation.

Accessing your files

If your files are stored in your home directory, click on **Start > My Documents** then find the relevant directory. Open the required file by double-clicking on the filename.

If you are using a floppy disk or CD, insert the disk into the correct drive. A 3.5" floppy disk drive is A:\ Drive and a CD ROM drive is usually D:\ Drive. Then click on **Start > My Computer**. Double-click on the relevant drive and you should see your files or the folders.

If your work is stored in a shared work area, you need to know the pathname of the area, and then map a network drive to the area (**Start > My Computer > Tools > Map Network Drive**). Open it up by double-clicking on the required filename.

Note that the drive letter may vary, depending on how many storage devices are connected to the computer. The *Mapping a network drive – Windows* and *Sharing work files @ Deakin* helpsheets available from the ITSD Publications website from www.deakin.edu.au/its/publications provide more detailed information if needed.

Using your USB drive

Insert your USB drive into the USB port on the front of the computer base. In most cases a window opens up, asking you what you want to do with the files (e.g. open a file or folder etc.).

A USB drive will normally show up as **E:** drive once connected, but this may vary depending on what other equipment is attached to the workstation prior to inserting your USB drive.

If the window does not automatically open up when inserted, click on **Start > My Computer** then on your USB drive letter.

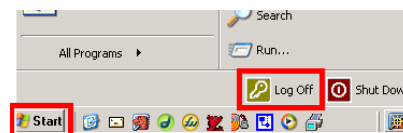
If you insert your USB drive and a message displays asking you to install a driver, then you will be unable to use your USB drive as the driver is not available and cannot be installed.

Logging off

*As with all computing usage within the Deakin network, it is **ESSENTIAL** that you log off from the system once you have finished your session. Your storage areas and data may be accessed and/or deleted by others if you do not complete this step.*

Do NOT shut down the workstation.

To log off, click on **Start > Log Off** and respond to the prompts that appear on your screen



Where to go for help

If you are having problems logging in check to make sure that the blue network cable is plugged in at both ends and retry if necessary.

If you are having problems with your username and password being accepted, or for any audio visual issues please ring the IT Service Desk on ext. 72400.

If you are having problems with equipment while delivering a session, ring the Priority Assistance number which is displayed on the console in the lecture theatre facilities.