Classroom Technology Instructions

TO START

1. Computer – If there is a light shining from the power button, it's already on. Otherwise push button once.
2. Projector – Power on the projector with the white remote.
3. Keyboard + Trackpad – Power switch on top edge. Tap any key to wake PC.

LOG IN

1. Log into the computer with your Naropa username: ex. "marty.mcfly"
   (If someone else is logged in, you may need to click "Switch User" in bottom left.

ZOOM

zoom

Always Sign in with SSO

🔑 SSO

1. Double click Zoom icon on desktop.
2. Choose Sign In.
3. **IMPORTANT: Choose SSO**
4. Type "Naropa" for company domain. Enter.
5. Browser will open. Sign into your Naropa account with email and password.
6. Click Yes, when prompted to switch Apps back to Zoom.
7. When Zooming with only Audio in a classroom, choose Scarlett USB as the Microphone.
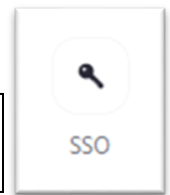
SHUT DOWN

1. Shut Down OR Log off the PC when done. The PC can sleep on its own.
2. Projector – Use remote to power off.
3. Keyboard – Power off button on top edge.

TROUBLE SHOOTING & COMMON PROBLEMS

1. **NO SIGNAL** - The most common problem with a classroom is that the HDMI cable has been unplugged for projecting a personal laptop, and then forgotten to be plugged back into the back of the PC.

HDMI - This goes from PC to Projector / HDMI plug on the wall next to PC.

2. Something else doesn't work – Check all the plugs and see if any cables are simply not connected. See if you can reconnect.
3. PC NOT FUNCTIONING - Please restart it and try again. If frozen, force restart by holding power button down for 5+ seconds until turned off. Wait, then power back on.
4. **Ask a tech savvy student for help if needed.**

Naropa IT Support
Email: helpdesk@naropa.edu -- Phone: 303-245-4609
When emailing IT include your cell phone and room location.