Instructions for Teacher Station

1. Touch the touch panel to wake up the system, next touch the mouse or the spacebar on your keyboard to wake up your computer. **If your computer does not wake-up, check to see whether the computer is on. If it is not on, press the power button on the computer. The computer is in the cabinet below the podium.**

2. Next choose the desired mode. Your options are **PC, Doc Cam, Laptop VGA, Laptop HDMI 1, and Solstice.**

3. The system will turn on and the screen will begin coming down and the projector will turn on.

4. log into the computer with your NSU’s credentials.

To shut the system down, follow the steps below:

- Press the Exit system button on the touch panel.
- A pop-up will read “The system is ready to shut down. Are you sure you want to exit? If so, press yes.
- **Log off (“Sign-Out”) of the PC. DO NOT shut the PC down. To log off the PC, click the start button, then click the People icon, then select “Sign –out.”**

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**Troubleshooting Steps**

*If no image is on the screen, try the following steps:*  
- Press the Windows Key and the letter P simultaneously, then select Duplicate and press enter.  
- Confirm that the computer and monitor are powered on.

*If there is no sound from the system, try the following steps:*  
- Check to confirm that the audio mute button is not selected on the touch panel.  
- Press the volume up on the touch panel.  
- Click the drop-down icon by the speaker and confirm that you have Extron HD selected and not headphones.  
- Click the speaker icon at the lower right of the screen near the date and time. Turn the volume up.

If the issue is not resolved, please call the OIT Help desk at (757) 823-8678 or send an email to clientservice@nsu.edu. Please give them your building, room number and describe to them the problem you are having.