



Operating Instructions for Alcoves A & B

To use the installed laptop computer

- A desktop computer is located in the equipment nook, to the left of the big video screen. Verify that the computer is turned on; a green power indicator light is located next to the power button.
- Inside the Cable Cubby (located next to the computer), you'll find a small switch; set this to **Installed** to display the installed computer; **Portable** to display your portable computer
- Use the provided wireless keyboard and mouse to operate this computer. Check the labels on the keyboard & mouse to verify that they match your room number, and check the small on/off switch on the bottom of the each to make sure they're on.
- If the wireless keyboard and mouse are unavailable, use the wired keyboard and mouse located on top of the computer
- Log in with your PennKey and password
- Under normal conditions, audio is not available. For special presentations, the Service Desk Consultant can turn up the volume on the plasma screen.
- When you're done, please be sure to log out, and return the mouse to its charging cradle.

The Cable Cubby



To connect your own portable computer

- Use the long video/audio cable located near the Cable Cubby to connect your computer; 2 power outlets are located inside the Cable Cubby
- To connect to the internet, use wireless PennNet or the Ethernet cable connected to a wall plate. In general, a wired network connection will provide better speed and more reliable connection
- Under normal conditions, audio is not available. For special presentations, the Service Desk Consultant can turn up the volume on the plasma screen.
- Return the cable to its hanger when you're done.

Please be sure to return the wireless mouse to its charging cradle (located on top of the equipment rack) when you're done.