



CTS primary role is the support of Dedman College classrooms/labs as well as the Fondren Library's Computer Labs.

HOW DO I USE THE CLASSROOM EQUIPMENT?

- The Classroom equipment varies from room to room, though it typically consists of a computer, an LCD projector, a transparency projector and one or more of the following auxiliary devices: VCR, DVD player, a document camera, external connections for laptops and a microphone.
- A generic login and password will be required to access the equipment, which will be supplied by the office of continuing studies. You must enter the i.d. # and choose the SMU domain to logon.
- The equipment is managed through a control panel either in the form of a pop-up window once you login to the computer or through an external touch-screen panel. To turn on the system and projector select the “Power up” option at the panel. The equipment to be displayed through the projector can be selected on the “Source” option. To turn up/down the volume or to mute the system use the “Volume” option (make sure that sound is not muted from the device as well).
- Be aware that it takes approximately 30 seconds for the system to boot up and 90 to cool down after it has been operated.
- If you are unsure on how to operate the equipment in a particular classroom please consult the user’s manual at <http://smu.edu/acs/cts/classroom%5Fmanuals/>.

HOW SHOULD I CONTACT CTS FOR HELP?

- For non-emergency inquires, general information, or to schedule a weekday daytime appointment for media training, please email cts@smu.edu
- For in class **emergencies only**, please call 8-8888

STAFF CONTACT INFO

- Joe Jackson, 8-4277, jacksonj@smu.edu cell: (please use only in emergency situations: 214-403-5411)
- Ed Aceves, 8-7320 eaceves@smu.edu (Evening shift) cell: (please use only in emergency situations: 214-906-3879)