

## Meeting Room AV Instructions

### Connecting hardware

#### Laptop

Connect Laptop to TV Screen/Projector, using the **VGA cable** or **HDMI cable**



#### Projector (Gibson Meeting Rooms)

- Push red button to 'green' to start the lamp
- Height of projector can be adjusted via the 2 small 'feet' at the front of the machine

#### TV screen (RPC Meeting Rooms)

- Turn on TV using green button on remote control.
- Ensure that the buttons underneath the TV correctly display HDMI or VGA depending on the connection type you have selected.



#### Ethernet cable

This is only required when creating a local account (logging in for the first time) or when you require access to the internet



### Creating a local account

When connecting to the laptop for the first time, each user must create a local account. In order to do this the Ethernet Cable must be connected.

At the login screen, login using your network login Novell login username (initial and surname) and password.

Once a local account has been created you may remove the Ethernet cable unless you require access to the internet

## Logging in

After the local account has been created, you can login 3 ways:

### Computer Only – when no internet access is required

There is no need to connect the Ethernet cable.

At the login screen, select 'Computer Only Login' before entering your Novell login username (initial and surname) and password.

### Via Ethernet – when internet access is required

Connect the Ethernet cable.

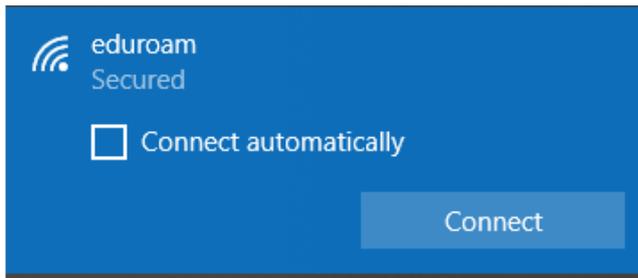
At the login screen, enter your Novell login username (initial and surname) and password.

### Via Eduroam – when internet access is required and the Ethernet Cable is inconvenient

There is no need to connect the Ethernet cable.

At the login screen, enter your Novell login username (initial and surname) and password.

Click on the wifi icon in the bottom right of the screen  Select **Eduroam** and **Connect automatically** and **Connect**

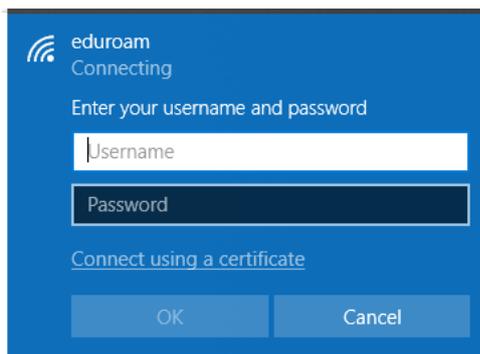


Enter your SSO username ([abcd1234@OX.AC.UK](mailto:abcd1234@OX.AC.UK)) – ensure you enter the OX.AC.UK part of your username in upper case.

If you have selected 'Connect automatically at this stage, your password will be remembered when you logon

Your eduroam password is your Remote Access Password. This is different to both your network login password and your SSO password. If you have not set up a Remote Access Password before, or have forgotten it, you can activate or reset the password here

<https://register.it.ox.ac.uk/self/index>

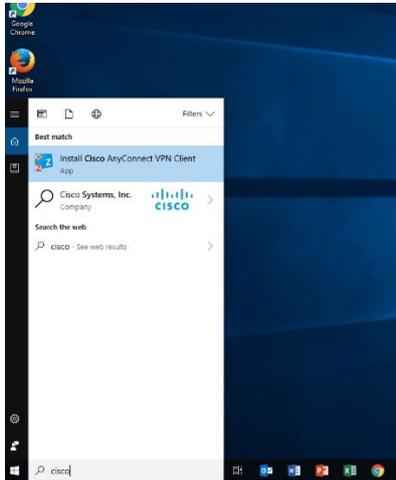


## Connecting to VPN to access Network Folders

If you are connected to the internet via Ethernet or Eduroam you will be able to access Network Folders:

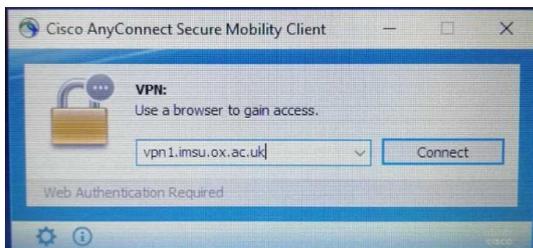
Click on the **Cisco** icon 

If the Cisco icon is not on the desktop you will need to search for this in the start menu

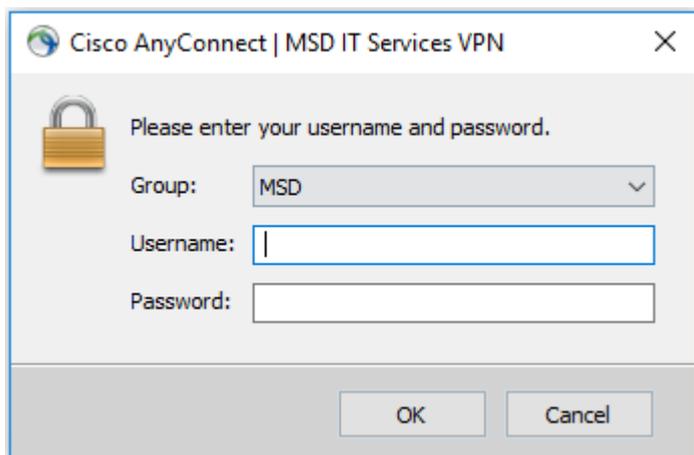


Ensure **MSD IT Services VPN** is selected then click **Connect**.

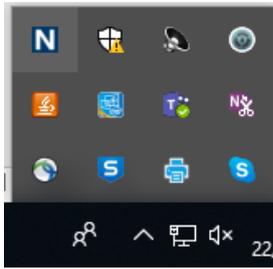
If the window is blank, enter **vpn1.imsu.ox.ac.uk** in the bar then click **Connect**



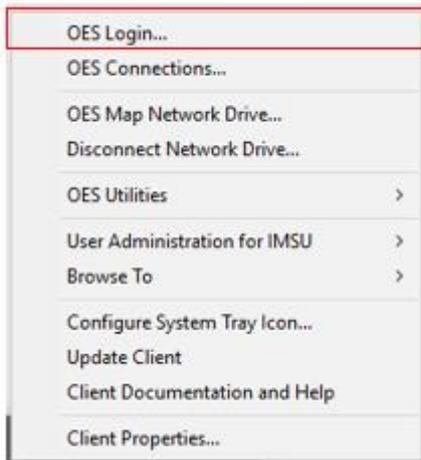
Enter network username and password (Novell/Network login details)



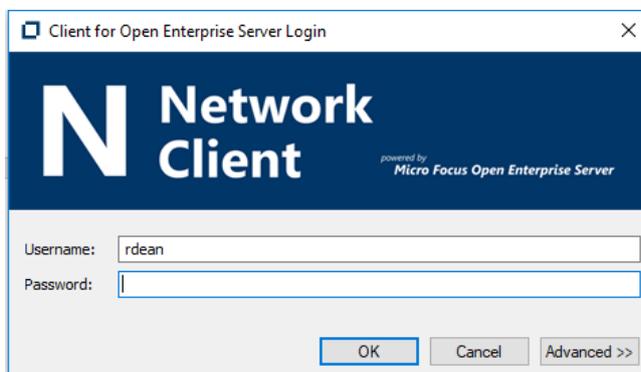
To open network folders, click on the upwards chevron  in the bottom right of the screen and then right click the Novel Icon 



Select **OES Login** from the dropdown list



Enter Novell/Network Username and password



## Visitors

Visitors are not able to use University Laptops. Visitors requiring internet access will require an OWL log-in. Please contact MSD IT for further information.

## Screen Settings

Function key and F8 (simultaneously) gives options for screen settings. The setting 'Duplicate' mirrors the laptop screen to the big screen.