



## Brescia ITS Services for Faculty

### Login

- All faculty receive a **login and password** when they start at Brescia.
  - The login gives you access to **Western email** <http://mail.uwo.ca/>
- It is also your login and password for:
  - Library Computers, wireless & Intranet (secure section of website with admin forms & docs)
    - Intranet access requires setup – contact [Brescia ITS](#)
- For help activating your login try following these steps:
  - <https://www.uwo.ca/its/identity/activatenonstudent.html>
  - <http://idm.uwo.ca/subscribe>

### Office Computers

- To access the wired internet your computer needs to be registered with Brescia ITS
- For internet access you must have current and updated anti-virus software installed
- Faculty have their own IT budgets and are therefore responsible for their own office hardware, software, setups and purchases.

### Room 200 - MSJ

- Has 2 PCs with Windows 7 and Microsoft Office
- A Network photocopier/printer
- Click the Faculty Icon for login

### Smart Classrooms & AV equipment

- The classrooms are equipped with permanent computers and AV equipment
- Please familiarize yourself and test the equipment you need prior to class
- If you need assistance familiarizing yourself with any equipment arrange a time with [Brescia ITS](#)
- Please report any issues with equipment to Brescia ITS  
[Brescia ITS](#) (Brescia ITS request form)

# Brescia University College - Classroom AV

## Computer

Every classroom has a Dell PC exactly like this one:

- there are 4 USB ports in the front
- DVD player



Not all the classrooms look exactly the same – but they all work the same.



Monitor – keyboard - mouse  
on the desktop

PC under the desk or inside the  
cabinet



Cables for laptop/tablet  
connection – bottom shelf or on  
hook or in drawer in cabinet

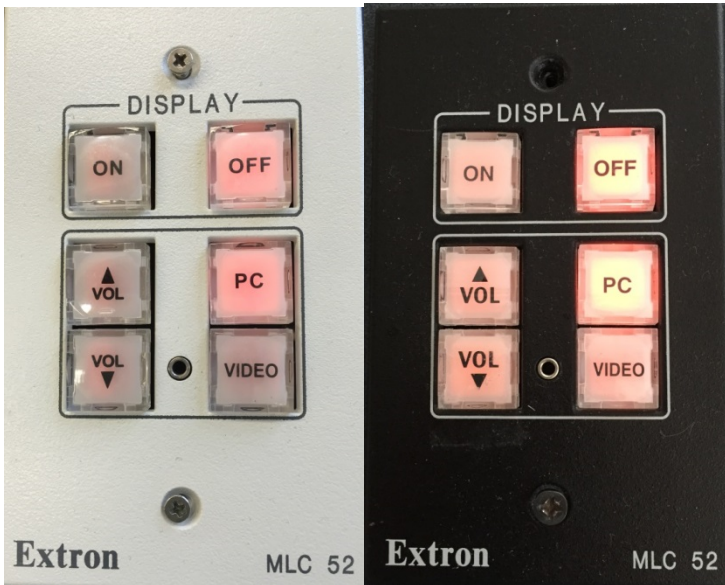
## Projector controls

**Display On – Off** - turns the projector on or off  
(on/off isn't instant – the bulbs need time to warm up and cool down - approx. 90 sec)

**Volume** – up or down buttons or some rooms have a knob  
Also check the volume on the PC (icon in the bottom right hand corner of the screen)  
YouTube – also has separate volume controls

Some of these rooms had separate DVD players and VHS players at one time  
The options are still on the control panels but DVDs are now played through the PC.

**Laptop**- some rooms have a button on the control panel for laptop – if you are plugging in a laptop and the system doesn't auto detect your laptop – press the laptop button and the projector will switch the projector display to show your laptop.



## Projector screen controls – all the screens are powered

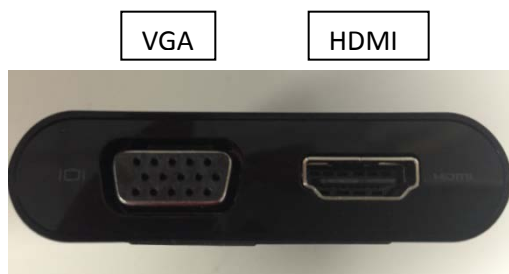
- There are a variety of switches - take a look around for a switch like one of these
- Many of them are on the desks, but some are on the wall.



## Laptop connections:

Each room has a VGA connector for laptop/tablet hook up

- You will have to check your laptop to see what connections it has
- If your laptop is a Mac or only has an HDMI port you will need an adapter (adapters can be borrowed from the library if you don't have one)



## Laptop Connections

Laptop connection cables can be found on the bottom shelf of the desk, inside the cabinet in the Accessory Drawer or on a hook inside the door of the cabinet



### To hook up your laptop there are 3 cables

- VGA cable for picture
- Audio cable if your presentation has sound or you are showing video clips
- Network cable if you require internet access  
(your laptop needs to be registered on the Western network to get internet access)
- -if the room you are in has a blue connector you have to plug in the blue USB cable also.



Be sure to familiarize yourself with the equipment before your first class.

Remember to allow yourself enough time before the start of your class to turn everything on and set up your presentations.