IT Student Life & Enrollment (IT-SLE)

Hours Monday - Friday 8:00am - 5:00pm Phone: 860-486-8992 Email: <u>it-sle@uconn.edu</u> Website: <u>https://it.studentlife.uconn.edu/help</u>

Support Topic

Use the PC with the Conference Room System

SETTING UP THE CONFERENCE ROOM PC

Instructions:

1. Touch the Extron panel to wake it up.



2. Select the PC option on the panel.



3. Using the wireless mouse and keyboard, login to the PC using the same username and password you use to login to your work computer.

4. Go to Settings by clicking the gear icon in the Start Menu

Nebex							
workstatio							
Adobe							-
≡ START		Office					
		-	×				
		Access	Excel	OneDrive			
		OneNote	Outlook	PowerPoint			
		•	w	Acrobat Reader			
		Publisher Explore	Word				
(3) Tristan Mountanos							
Documents		Microsoft Edge	Firefox	Google Chrome			
E Pictures		E erprise Applica	bons				
Settings	1		ē				
🖒 Power	Ĩ,	Cisco AnyConnect	EventMaster	FoodPro			
🗧 🔎 Type here to search		H	i 💽 🛤	1 💼 🚥			

5. Click Accounts on the Settings page

Recycle	Settings							-	×
				Windo	ws Settin	gs			
				Find a setting		P			
	旦	System Display, sound, notifications, power		Devices Bluetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet Wi-Fi, airplane mode, VPN	
Adob Acrob	ų	Personalization Background, lock screen, colors		Apps Uninstall, defaults, optional features	8	Accounts Your accounts, email, sync, work, other people	合 A字	Time & Language Speech, region, date	
Adob Lightro	8	Gaming Xbox Game Bar, captures, Game Mode	G	Ease of Access Narrator, magnifier, high contrast	Q	Search Find my files, plant cons	A	Privacy Location, camera, microphone	
DARTBu Goog Chror	C	Update & Security Windows Update, recovery, backup							
Lightro									
Micros Edge.Ink									
Microsoft	lt								

6. Click Email & accounts on the left menu, then click Add a work or school account

Provela	← Settings		- 🗆 X		
vecycle	යි Home	Email & accounts			
	Find a setting	Accounts used by email calendar, and contacts	Change app defaults		
	Accounts	+ Add an account	To choose the default apps that open your files, links, and more, go to Default app settings.		
	R≡ Your info	-	Open Default app settings		
	🖾 Email & accounts	Accounts used by other apps	Help from the web		
			Changing my Microsoft account email		
Adob	Sign-in options	Add the accounts you use for your apps here, and sign in to your favorite apps easier and faster.	Unblocking my Microsoft account		
Acrob	Access work shool		Creating an email signature		
		Add a Microsoft account	Signing in to Outlook		
2	C Sync your settings	Add a work or school account			
Adob .ightrc		N	Get help		
			Give feedback		
		6			
ARTBu					

7. Type your UConn email and email password



8. Click Next until you see a window that says You're all set!



9. NOTE! The USB hub on the top, right side of the system can be used to plug in flash drives to the PC



You should now be able to use the PC with the conference room system.

Touch the **Help** button on the Extron Panel if you need tech support.

