

Main Hall Humanities Lab Instructions for Headphones/CD-ROMs

Extra headphones, along with CD-ROMs for some programs only in this lab, are stored in the locked cabinet behind the monitor's desk. Donnie Sendelbach or Joanne Johnson have keys. It will be unlocked during the day (only when a monitor is present), and evening monitors have keys to unlock it at night.

Check out procedures for headphones/CD-ROMs:

1. Put the person's Lawrence ID in the black ID box.
2. Have person sign the checkout sheet (yellow): date, name, item, and time checked out.
3. Help the person plug in the headphones (see below) or tell the person if the program is only on a certain computer (check the software list).
4. When headphones/CD-ROMs are returned, have the person write the time returned on the checkout sheet, and RETURN HER OR HIS ID CARD.
5. Return the headphones/CD-ROMs to the cabinet.

Plugging in the headphones:

Headphones plug in to the back of the computer. The headphones with microphones (like these) for the PCs have two plugs:

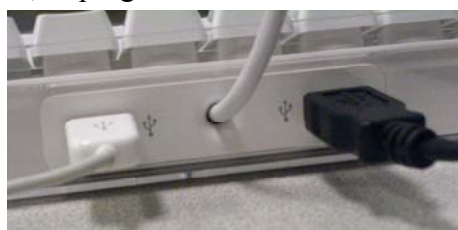
- The white or pink headphone plug goes into the computer's microphone input, which is the bottom, pink hole.
- The black plug goes into the computer's speaker output (the middle, green hole).
- If a student has her or his own headphones, s/he may not have a microphone; only use the speaker output.

The headphones for the Macs have one USB plug, that should get put into the middle jack, below where the keyboard is plugged in on the back of the computer.

PC:



On the Mac instructor's station, if you are plugging in the headset, plug it into the keyboard port and make sure to change the sound settings by scrolling down the *Apple Menu-->System Preferences*. Click on the sound icon and make sure *Unknown USB* is selected under the Input and Output. Then, close the window. Make sure the wall panel does not have the instructor's Mac as the amplifier choice. When finished, unplug the headset.



Mac:



Instructor's Station