

# How to log into the Media Server in Room 608

1. Make sure that you are in the Finder (the word Finder should be next to the apple in the upper left-corner of your screen.)
2. In the menu, Click & Hold “Go” and choose “Connect to server...”.
3. Click the BROWSE button.
4. Locate ZMediaServer608 at the bottom of the list of servers. Double-Click on the server name.
5. In the pop-up window or next column, click on “Connect As..”.
6. Change the computer user name to one of the following and enter its password.

**ghsanimation**  
animate

**ghsstudio**  
broadcast

**ghsvideo**  
record

7. In the pop-up window or next column, choose the folder(s) that you need to access.
8. The server will appear on your desktop as a drive with people on it.



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