Presentation Station Guide

HOW TO...

Connect everything............................................................. page 2-3

Turn everything on............................................................. page 4

Log in/Connect to the Internet............................................. pages 4-5

View the Laptop display on the Projector......................... page 5

Play a DVD........................................................................ page 5

View the display from the Document Camera..................... page 6

Install a Printer................................................................. pages 7-8

Get Help........................................................................... page 9
Connect everything

- A USB cable connects the camera and the laptop. Use any USB port on the laptop.

![Diagram of Document Camera with USB connection](image)

- A VGA cable connects the camera and the projector. Use the RGB Output port on the camera. Connect this to the Computer 2 port on the projector.

![Diagram of Document Camera with VGA connection](image)
• A VGA cable connects the laptop and the projector. The VGA port is on the left side of the laptop, near the screen. Connect this to the Computer 1 port on the projector.

Speakers (if included) connect to the laptop through a small cylindrical port marked with a headphone icon near the power connector.

A Microphone (if included) connects to the laptop through a small cylindrical port marked with a microphone icon near the power connector.
Turn everything on

Turn on the power for the devices in the following order: **projector**, **camera**, **laptop**, and **speakers**. Turn on the speakers last to avoid unpleasant sounds as each device is powered on. The projector can be turned on either with the remote or manually by pressing the power button, on top of the projector just above the lens, directly adjacent to an amber light.

Log in/Connect to the Internet

You have three options when logging in on the laptops: Wireless, Wired, and Off-Network.

**WIRELESS**

You’ll need to be in range of an MMSD wireless access point in order to log in wirelessly. Wireless also must be enabled on the laptop; wireless is enabled when the blue “WIFI” light is illuminated at front-left of keyboard, near the screen. If you don’t see this, check the switch on the front face of the laptop, just below the left-hand wrist rest. This switch must be pushed to the right.

Once you are sure that an MMSD wireless access point is available, you will be able to log in with your B number as normal. Doing so will connect you to the MMSD secure wireless network; there is no need to establish a connection manually. Verify that you are in range of an MMSD wireless access point if you are unable to log in.

**WIRED**

Unplug the network cable from a desktop computer in your classroom and connect it to the laptop. Hit Ctrl-Alt-Del and log in with your B number as normal.
OFF-NETWORK

To use the Presentation Station without connecting to the network (for example, you may be showing a DVD or a PowerPoint presentation from a flash drive):

- Hit **Ctrl-Alt-Del**. The connection sequence will fail. Click the **Options** button on the Login screen.
- Click on the drop-down menu next to **Log on to**:
- Select the option listed as **xxx-xxxx-xxx (this computer)**
- User name = **madison**
- Password = **madison**

View the Laptop display on the Projector

The projector should automatically detect the signal from the laptop. If it does not, try one or both of the following:

1. Press a special key combination. Press and hold the **Fn** key in the lower-left portion of the keyboard, then press **F8**, which is located roughly in the center of the top row of keys. Continue to do this until you see the laptop signal displayed on the projector.

2. Press the **Source Select** button on the projector or the projector remote until you see the laptop display.

Play a DVD

Use **PowerDVD**, not Windows Media Player, to play DVDs. Windows Media Player likely will have trouble playing sound from a DVD. PowerDVD is available in the Programs menu by clicking Start -> Programs -> PowerDVD DX. It should also be available in the Novell Launcher by double-clicking **PowerDVD**.
View the display from the Document Camera

You have two options when using the Document Camera:

1. **View the display on the laptop.**

   - Double-click *AverVision 3* from either the desktop or the Novell launcher. A new window will appear that displays the image from the camera.
     
     o Refer to the manual for more advanced functions.

   - The manuals for the SPB350 Document Camera are located here: L:\AverMedia\AverMedia CP300\Manuals

   - The manuals for the CP300 Document Camera are located here: L:\AverMedia\AverMedia SPB350\ Manuals

   - You must be logged in either Wired or Wirelessly to reach these manuals.

2. **View the display on the projector without turning on the laptop.**

   - Turn on the document camera, then the projector. Press the **Source Select** button on the projector or the projector remote until you see the document camera display.
Install a Printer

Double-click from the Novell launcher. A window similar to the following will appear:

Click the printer you would like to install, then click “Connect” on the left under “PRINTER ACTIONS.”
A message appears. Click “Yes”

The screen notifies you when the printer has been installed correctly.

Click the link titled “Click here to open the printers folder on your machine” to verify that the printer has been installed.
Get Help

If you have any trouble with these steps or any other issues with the presentation station...

- If URGENT, call the Helpline at **3-5853**

- If NOT URGENT, submit a work order by double-clicking the **Computer Work Order** icon in the upper-left of the Novell Launcher.