Presentation Station Guide

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Quick Reference
Connect everything

The presentation station consists of the following components:

- **Cart**
- **Document Camera**
- **Netbook**
- **Projector**
- **Speakers** (optional)
- **Microphone** (optional)

Follow the steps on the following pages to connect these components.
• A USB cable connects the Document Camera and the Netbook. Use the USB port on the left side of the Netbook.

• A VGA cable connects the Document Camera and the Projector. Use the blue RGB Output port on the Document Camera. Connect this to the Computer 1 port on the Projector.
• A VGA cable connects the Netbook and the Document Camera. The **VGA port** is on the left side of the Netbook, near the screen. Connect this to the black **RGB Input** port on the Document Camera.

![](image1)

• **Speakers** (if included) connect to the Netbook through a small cylindrical port marked with a **headphone** icon, and a **microphone** (if included) connects to the Netbook through a small cylindrical port marked with a **microphone** icon. Both of these ports are on the right side of the Netbook.

![](image2)

**Turn everything on**

Turn on the power for the devices in the following order: **Projector**, **Document Camera**, **Netbook**, 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 Netbook: **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 Netbook; wireless is enabled when the blue light near the radio tower symbol 📩 is illuminated at front-right of Netbook, near your right wrist if you were resting your hands on the Netbook. If this light is not illuminated, press a special key combination. Press and hold the **Fn** key in the lower-left portion of the keyboard, then press **F2**, which is located near the left end of the top row of keys.

![Fn F2](image)

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 Netbook. 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- xxx-xxxxx (this computer)
• User name = madison
• Password = madison

View Netbook/Document Camera display on the Projector

The Document Camera acts as a hub for the video signal both from itself and from the Netbook. Use the Camera/PC button on the button control panel on top of the Document Camera to toggle between these two sources.

The Projector should automatically detect the signal from the Netbook and Document Camera. 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.

Wait for at least 2 seconds after each time you press this combination. Continue to do this until you see a signal displayed on the Projector.
2. Press the **Source Select** button on the Projector or the Projector remote until you see the display.

![Image of Projector Source Select button](image)

**Play a DVD**

**The Netbooks do not include an optical drive.** In fact, this is one quality that separates a laptop from a Netbook. In order to play a DVD, you will first need to connect an **external DVD player**. Each school has received at least one external DVD player. This device looks like this:

![External DVD player](image)

Connect this to the **2 USB ports** on the right side of the Netbook using the attached included USB cable. Once you have done this, press the small button on the front of the device to open the drive door and insert the DVD.
To play the DVD, use **VLC**, not Windows Media Player. Windows Media Player likely will have trouble playing sound from a DVD. VLC is available in the Programs menu by clicking **Start -> Programs -> VideoLAN -> VLC Media Player.**

![VLC media player](image)

VLC should also be available in the Novell Launcher by double-clicking the “caution cone” icon:  

**View display from the Document Camera on the Netbook**

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

- The manuals for the CP355 Document Camera are located here: [L:\AverMedia\AverMedia CP355](file: L:\AverMedia\AverMedia CP355)

- You must be logged in either Wired or Wirelessly to reach this manual.

Some users have reported issues with brightness while using the Document Camera. If you notice that the image from the Document Camera is too dim, use the Document Camera’s built-in LED light source. The switch for this light source is found on the head of the Document Camera:
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.

Notes

Use the space below to enter any notes you would like to add.