DIRECTIONS FOR MEDIA PRESENTATION STATION

COMPUTER
Power ON computer (press power button on computer)
Monitor should power ON with computer, if not press power button (front of monitor)*
>   *Note: no picture on monitor? Check the switch box on front of desk
>   #1 input = computer, #2 input = portable computer* (green light on #1 should be selected)

Press Ctrl-Alt-Delete and then log onto the student network
>   Log on Name: evcfaculty
>   Password: presentation
>   Log on to: evcstu

Adjust computer sound using wall panel knob located next to desk
>   *Portable computer (laptop) can be connected using wall VGA connection
>   User must supply VGA & network cable. Use red network jack located on wall next to
>   computer station. Switch input to #2 (Laptop)

DATA PROJECTOR (to project computer image or videotape image)
Use Remote Control (stored in lock box, need key #838 – see your Dean for key request)
Press "Power On" button (point remote at projector or bounce beam off screen)
>   Green lamp will flash while projector is warming up & steady green when ready

Select Input: Input 1 = Computer
>   Input 3 = VCR

To POWER OFF press "Power Off" button and press **again** while message is displayed
Power indicator will be Red and cooling fan will run until projector lamp has cooled!

VIDEO PLAYER
Power ON player (newer models will automatically power on when tape is inserted)
Insert tape & play
Power ON data projector (use remote for data projector)
Set input on data projector to #3 for video signal
Adjust volume using audio wall panel knob (located on wall next to computer station)

SHUT DOWN
When finished, power off all equipment.
To power off data projector, press the OFF button **twice**. Red light indicates off mode.
Return REMOTE CONTROL to box and **lock** the box.