Room Features:

- Dedicated Instructor PC (see pages 3-5)
  - Burn DVD/CD disks
  - Use the standard lab software
  - Play sound through ceiling-mounted speakers
- Dual LCD Ceiling-Mounted Projectors
- Laptop Connections (see pages 6-7)
  - Display your screen on the LCD Ceiling-Mounted Projector
  - Connect to the wired or wireless network.
  - Play music through the ceiling-mounted speakers.
- DVD/VHS Player (see page 8)
  - Ceiling-mounted Speakers
- M 106 Only:
  - Student PCs controlled with lab control software (NetOps).
    - Shut off internet access, lock student computers, share files, show a student’s screen on the projector, etc.
- M 209 Only:
  - 2 Kodak slide projectors & Remote Control

Step by Step Guides:

1. Preparing For Class .................................................................2
2. Turn on the Computer and Projectors ...........................................3
3. Using PowerPoint ............................................................................5
   3.1 Using PowerPoint With One Screen Instead of Two ......................7
4. Connecting a Laptop .......................................................................8
   4.1 Connecting a Laptop, Troubleshooting ...........................................9
5. Play a DVD/VHS .........................................................................10
6. How to Get Help .........................................................................11
1. Preparing For Class

- **Before the Semester Begins**
  - Get a Logon Account
    - Go to M204 and ask the lab tech for an account if you do not have one.
  - Check room features
    - Make sure that the instructor’s computer has the correct software version.
    - If you use burned CDs or DVDs, make sure that your disks work in the room. Some disk drives will not read certain manufacturers.
  - Support
    - Review the written and/or video documentation.
    - Try using the room features with your presentations.
    - Ask for one-on-one training from Educational Technology (located in OASIS). We are happy to help!
  - Pedagogy
    - Make sure that your class is taking advantage of the room features.
    - **Have a backup plan for when the technology does not work.**

- **Before each Class Begins**
  - Test the equipment
    - Power your PC, the projectors, and log on using your Lab account.
    - Make sure that your disks work, presentations open, Internet site loads, etc…
    - Make sure that your whiteboard markers work and you have an eraser.
  - Turn on the equipment (go to the next page for detailed instructions)

- **During the Class**
  - If you have problems, call the Academic Computing Miller Lab Helpdesk.
    - Extension 401, Miller 204. You can reach them from a cell phone by calling the main switchboard (800) 784-9663, and then asking to be routed to extension 401.

- **After the Class Ends**
  - Report any problems.
    - You can report problems through the Problems/Feedback form which automatically loads on lab computers. Click on “Problem Report Form” link.
    - Save your work on a USB Thumb Drive, through an email account, or on a CD-Rom, NOT ON THE COMPUTER’S HARD DRIVE.
  - Log off the computer.
  - **Clean the whiteboard.**
  - Turn off the projectors.
2. Turn on the Computer and Projectors

1. Turn on both projectors by pressing the “On” button located on the Smart Panels.
   a. The Smart Panels in the front corner of the room nearest to the windows.

2. Turn on the Instructor’s computer.
   a. You will need a logon account to log onto the computer. If you do not have an account, go to the Miller Lab Help Desk Student Worker. It should take less than 30 minutes.

3. The left projector should show the desktop, and the right projector should show a blank blue screen.
   a. If you don’t see this, wait until the SmartPanel lights are solid green, and then push the “Computer” buttons several times on each panel.

4. The computer puts out two signals, a left screen and a right screen.
   a. The mouse shows on one screen at a time. Move the mouse from one screen to screen by dragging it across the middle shared border.
   b. To move a program from one screen to another,
      i. Click the “Restore Down” button between the “Minimize” and “Maximize” button, so that the window doesn’t fill the entire screen.
      ii. Move the window by clicking (and holding) on the blue main title bar, and then moving the mouse around the screen.
3. **Using PowerPoint**

1. Turn on both projectors by pressing the “On” button located on the Smart Panels.
   a. The Smart Panels in the front corner of the room nearest to the windows.

2. Turn on the instructor’s computer.
   a. You will need a logon account to log onto the computer. To get an account, go to the Miller Lab Help Desk Student Worker. It should take less than 30 minutes.

3. Open your presentation.

4. Start the Presentation
   a. You can start by pressing F5, or by going to the Slide Show menu and choosing View Show.

5. The projectors now show the presentation on one screen, and the “Presenter’s View” on the other.

6. **Blank the left projector so that students only see the presentation.**
   a. Walk over to the Smart Panels.
   b. On the top Smart Panel, press & hold the “On” button, press the “Off” button, and then let go of both.
   c. The left projector now shows a blank screen.
   d. To show the screen again, press & hold the “On” button, press the “Off” button, and then let go of both.

7. Using the “Presenter’s View” shown on the instructor’s screen, you can move back and forth, flip to a random slide in your presentation, and view your notes.

If you want to show the PowerPoint without the Presenter’s View, go to the next page titled Using PowerPoint With One Screen Instead of Two.
3.1 Using PowerPoint With One Screen Instead of Two

1. Open your PowerPoint presentation.
2. Go to the “Slide Show” menu, and choose “Setup Show.”

3. Turn off the Presenter’s View
   a. Uncheck the box titled “Show Presenter View.”
4. Choose which screen the presentation should go on.
   a. If you want the show to go on the left projector, change the “Display Slide Show On” box to “Primary Monitor.”
   b. If you want the show to go on the right projector, change the “Display Slide Show On” box to “Monitor 2 Default Monitor”.
5. Click “OK”
6. Start your show.
4. Connecting a Laptop

1. **DO NOT TURN ON YOUR LAPTOP. LEAVE IT OFF UNTIL STEP 6.**
2. Turn on the left projector.
   c. Press the “On” button located on the top Smart Panel located on the wall.
3. **After the projector finishes turning on**, push the “Laptop button.”
   a. If you don’t see the laptop output, wait until the SmartPanel light is solid green, and then push the “Laptop” button several more times.
4. Turn the volume up or down.
5. Connect your laptop to the wires located in the podium.
6. Turn on your laptop.
7. If this doesn’t work, go to the next page titled “Connecting a Laptop, Troubleshooting.”
4.1 Connecting a Laptop, Troubleshooting

If following the previous page’s procedure does not connect your laptop to the projector, follow these steps.

1. Turn on the projector.
2. **After the projector has finished turning on, press the “Laptop” button on the SmartPanel.**
3. Reboot your computer.
   a. Most computers will automatically sense the projector and output their screen to it.
4. **For PCs**
   a. Toggle your laptop display.
      i. On most laptops, you do this by pressing & holding the “Fn” key, and then F7 or F5. **You should see a monitor symbol on the toggle key. It generally looks like a blue rectangle with 2 vertical lines on each side.**
      ii. This should toggle the screen display mode from “laptop only,” “laptop and projector”, and “projector only.”
5. **For MACs**
   a. Your computer has an external monitor (DVI) port that allows you to directly connect a display or projector with a DVI connector. Use the included DVI-to-VGA adapter to connect your PowerBook to monitors and projectors that have VGA output.
   b. To connect an external display or projector with a DVI connector to your computer:
      i. Turn on the external display or projector.
      ii. Connect the display cable to your PowerBook. Your PowerBook automatically detects the external display. If your display has a VGA connector, connect the DVI-to-VGA adapter that came with your PowerBook to the VGA connector of the external display or projector, and then connect the adapter to your PowerBook.
      iii. Adjust the resolution on the external display by clicking the Display tab in the Displays pane of System Preferences or by using the Displays icon in the menu bar.

↑

**DVI port**
5. Play a DVD/VHS

1. Turn on the DVD/VHS player located in the podium or mounted under the TV.
2. Put the player into the right mode (DVD or VHS)
   a. The mode is shown by a light on the front panel. It can be changed by pushing a button on the front of the unit.
3. Insert your DVD and press the “Play” button.
4. Turn on the left projector.
   a. Press the “On” button located on the top Smart Panel located on the wall.
   b. **If you want the movie to go on both screens, turn on the right projector and press the 3rd SmartPanel button from the left. No audio comes thru this panel, but you can play the video.**
5. **After the projector finishes turning on**, push the DVD/VHS button.
   a. If you don't see the DVD/VHS output, wait until the SmartPanel light is solid green, and then push the “DVD/VHS” button several more times.
6. Turn the volume up or down.
7. Turn off the projector when done.
6. How to Get Help

**In-class Problems**

Call the Miller Lab Help Desk in M204

- **From a campus phone**, call extension 401
- **From a cellphone**, call the main number (818) 767-0888, and then ask to be routed to extension 401.

**Reporting Problems After Class Finishes**

- Submit the problem online.
  - Go to http://web3.woodbury.edu/it/labs/problem.php
  - Complete the form
- Contact the Miller Lab Desk
  - Extension 401, Miller 204.
  - **From a cell phone**, call the main switchboard number at (818) 767-0888, and then asking to be routed to extension 401.