Help guide for Humanities 1003 & 1006

(Computer users)
STEP 1

- Lower electric screen using push button control on wall next to whiteboard.
STEP 2

• Touch 10” view panel on lectern to wake up system. Touch “enter system”. This is your main page. Use the “home” icon in the upper left corner at any time to return to this page.
STEP 3

- Touch “proj on” in lower left of main page to activate projector. A progress bar will appear in the center of the page. “Projector status” indicator in upper right will turn green when the projector is ready.
STEP 4

- Choose “sources” in the upper right corner. Choose “laptop” if you are using an external computer, or choose “lectern computer” if you are using the installed computer.
STEP 5

• Power up lectern computer, lower left door of lectern, or connect your laptop computer to VGA cable connected at top of lectern, then turn on.
STEP 6

- For installed computer users, choose your operating system (Note: when choosing Windows, it takes approximately 2 minutes for the computer to get to the login screen). The desktop image will display through the projector, after logging in.
STEP 6A

• For laptop users, if no image is displaying, ensure your laptop is outputting a signal by holding down the function key (fn) and tapping the appropriate f key (f1-f12) for your laptop! For Macs, mirror your display images by clicking Apple icon ->System preferences->Displays->Arrangement->Mirror displays.
STEP 7

• At the session’s end, shut down and disconnect your laptop computer, or log yourself out of the installed computer for your own network security (or shut it down).
STEP 8

• Touch “proj off” in lower left to shut down projector. A progress bar will appear while projector is cooling down.
STEP 9

- Touch “exit” in lower left, and touch “yes” to confirm shut down. Retract electric screen. If you need additional assistance, please contact our support office at (631) 632-9400.