

Mary Washington ElderStudy

Computer Instructions

September 21, 2016

Alan Zirkle

Alan Zirkle
(540) 373-6448 h
(540) 845-6030 c
az@azirkle.com

Getting Help

UMW Audio Visual Technician **Tom Mountcael** has been assigned to help us with audiovisual equipment issues. His phone number is **286–8015**. The AV help desk is **654–1199**. For computer issues, call the UMW Computer Help Desk at (540) 654–2255. If you are not sure who to call, call everybody. Tom’s email is **rmountca@umw.edu**.

Note that all equipment mentioned in this document, except for the wireless presenter (USB clicker) is the property of the University of Mary Washington. The wireless presenter is the property of Mary Washington ElderStudy.

The Projector

The projector has its own handheld remote which is usually sitting on top of the podium or in the left-hand podium drawer.

To turn on the projector, stand in front of the projector, point the remote at the projector, and HOLD DOWN the **POWER ON** button at the top right. Observe the projector lens and wait for a dim round green light to appear in the lens; then you can stop holding down the **POWER ON** button. It will take a while for the projector beam to come to its full brightness.

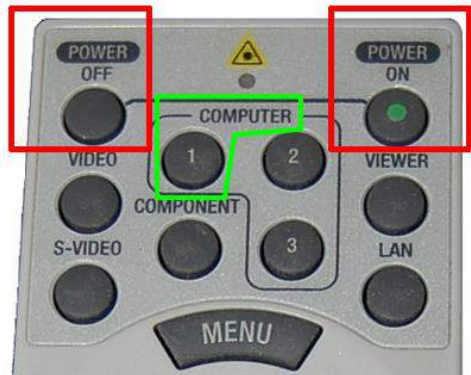


To turn **OFF** the projector, point the remote at the projector and press the **POWER OFF** button at the top left. A confirmation message will appear on the screen; press

the **POWER OFF** button again, and the projector will turn off.

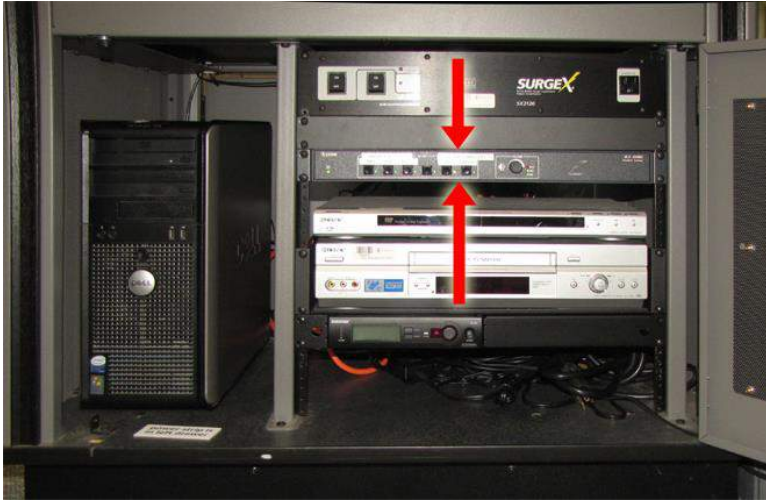
After turning the projector on, and if the computer is on, the computer monitor screen should be duplicated on the projector screen.

If this is not the case, there are two things to check. (See the next page.)



First, point the remote at the projector and press the **COMPUTER 1** button (outlined in green above). This may solve the problem.

Otherwise, open the podium door and locate the **Extron** electronics panel (see the illustration below).



Make sure that the pushbutton labeled **PC** is pressed, and NOT the pushbutton labeled **LAPTOP**.

(If a presenter brings their own laptop to use, you will need to press the **LAPTOP** pushbutton, and you would need to remember to restore the **PC** setting after the presentation; see page 11.)

[The projector “Aspect Ratio” must be set to “Wide Screen.” This is set using the MENU on the remote (see below). The desktop computer’s screen resolution must be set to 1360 x 768. Right-click on an empty screen area, and select “Screen Resolution” from the menu which appears.

Remote menu details: MENU; SELECT “Adjust”; ENTER “Image Options”; SELECT “Aspect Ratio”; ENTER “Wide Screen”; EXIT.]

The Wireless Presenter (PowerPoint Clicker)



The illustration to the left shows ElderStudy's wireless presenter (PowerPoint clicker). There are two parts; the handheld control and the USB receiver. The receiver is stored in the handle of the control; press on the end and it will pop out (it is shown popped out in the illustration).

Make sure that you replace the receiver back into the handheld control after using it, because this turns off the unit; otherwise the batteries will drain completely.



The clicker is kept in the black filing cabinet in the small room at the right front corner of the classroom. The cabinet is not locked.

This room is normally kept locked, but is usually opened by the lobby security attendant when she unlocks the classroom. Get the attendant to unlock the room if necessary.

After a session in which the clicker is used, it must be replaced back in the filing cabinet and the room must be locked (the door will lock when you close it).

The box may be in any drawer of the black filing cabinet. The illustration above shows it in the bottom drawer.

The clicker, along with the microphone, is in a large plastic box, which also holds spare batteries for the clicker (size AAA).

The USB receiver must be plugged in to a USB port on the computer. There are





two USB ports on the left side of the podium monitor screen, and there are two more on the computer CPU cabinet inside the podium.

If the presenter brings their own laptop, the receiver of course must be plugged into their computer.

Demonstrate the Clicker to the Person Giving the Presentation

The handheld control has four buttons. The right button advances to the next slide when using PowerPoint; the left button goes to the previous slide. The red button controls a red laser pointer. The fourth button should **NOT** be used, because it messes up PowerPoint.

Before the session begins, the operation of the clicker should be tested on the actual PowerPoint presentation.

Make sure that you replace the USB receiver back into the handheld control after using it, because this turns off the unit; otherwise the batteries will drain completely.

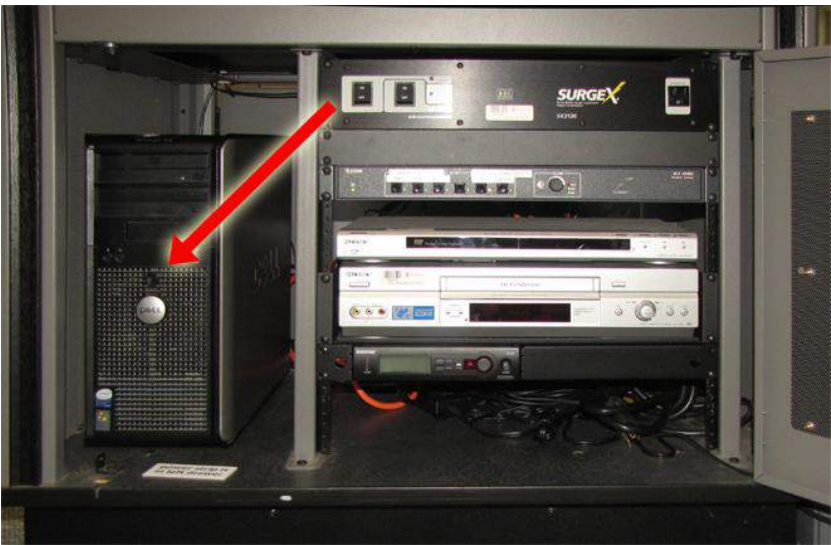
Do not leave the clicker on the podium, or it could disappear forever.

If the presenter brings their own laptop, make sure that they don't accidentally take the receiver away.

Turning On the Computer

The computer is often already on. Check the monitor on top of the podium.

If the screen is black, first verify that the monitor display power is on; the power button and indicator are at the lower right corner of the display. Then try using the keyboard and mouse to see if the computer responds. If not, you need to boot it up.



Open the podium door and locate the computer CPU cabinet on the left (see above).

The power button is hard to see. It is a round black plastic button **JUST ABOVE THE SILVER DELL LOGO**. Press the button firmly and observe that the computer begins to boot. When the booting completes, you will need to log in.

Logging In to the Computer

Often the computer is already logged in. If you see a normal desktop display, then no action is required.

Otherwise, first verify that the computer is powered up (observe that the screen is not black, or see the previous section).

If the monitor screen reads **Press CTRL + ALT + DELETE to log on**, then do that, pressing all three keys at the same time. Then, on the next screen, click on **OK**.

If the monitor reads **STSB-210-I\student**, then just click on the right arrow just below and to the right; no password is needed.

Otherwise, click on **Switch User**. On the next screen, click on **Other User**. Then, on the next screen, type in the username **.\student** ; no password is needed. Then click on the right arrow.

You should now be logged in.

Using a USB Drive (Thumb/Keychain Drive)

In a majority of sessions, the presenter will bring a PowerPoint presentation on a USB thumb drive. You or the presenter will plug the thumb drive into one of the two USB ports on the left side of the podium monitor screen.



(There are two more USB ports on the computer CPU cabinet inside the podium.)

It may take several seconds for the computer to recognize the thumb drive. To see whether the drive has been recognized, click on the **Windows Icon** at the lower left corner of the screen, and then click on **Computer**. Look for Drive **F:** to appear in the display of devices.

If the drive does not appear in the display, try putting it in one of the other USB ports, including the two on the CPU cabinet inside the podium.

After the drive appears, double click on its entry in the **Computer** window, and let the presenter find their presentation and start it running. At this point, the operation of the clicker with the presentation should be tested.

If the presentation includes links to the internet, and/or uses sound, these should also be tested before the session begins.

Using a DVD or CD

The computer has two DVD/CD drives, located at the top of the CPU cabinet inside the podium. **HOWEVER, THE TOP DRIVE DOES NOT WORK AT THIS TIME (10/2014).**

The button to open the drive tray is black and hard to see. It is at the bottom right corner of the drive.




Once the presenter's DVD or CD has been loaded, the next steps are the same as for a USB Thumb Drive. See that section above.

Using Sound from the Computer

If the presentation will be using sound from the computer, it is **vitaly important** that this be tested before the beginning of the session. There are several software and hardware settings that can affect the volume and even the presence of sound from the computer.

The **Fender** audio controller on the floor to the right of the podium must be turned on for the speakers to work. The power toggle switch is at the right bottom of the console. A green light displays when the power is on.

If playing a **YouTube** video, or another audio or audio/video application, the application may have a volume control slider; this slider should be the first thing you adjust. Try putting it to 100%, then work your way down if it is too loud, while playing the audio that will be part of the session.

The computer taskbar on the screen (at the very bottom) should have a small icon which looks like a speaker. This should be at the right near or next to the date/time display. Click on this and it shows a volume control. At the bottom, (above the word **Mixer**), a red NO sign () indicates that the speakers are on **MUTE**. Click this to un-mute the speakers. The speaker volume should be at 60%; adjust this with the vertical slider if more or less volume is desired.

If this icon is not present, click on the **Windows Icon** at the lower left corner of the screen, and then click on **Control Panel**, then on **Hardware and Sound**, then on **Playback**, then on **Speakers**, then on **Levels**. The top row is like the volume control described above, but is horizontal instead of vertical. Un-mute and adjust the volume as needed.

The **Extron** electronics panel inside the podium (see page 2) has a volume control knob. This knob should be turned clockwise until the

red light comes on, then back counterclockwise just until the red light goes off.

The **Fender** audio controller has one volume control for the computer sound. This is the knob to the left of the word **PODIUM**. Adjust this only as a last resort.

Using a Laptop

Our normal method of operating is that the presenter will bring a PowerPoint presentation on a USB thumb drive. When the presenter brings their own PC or Mac laptop, chances of complications multiply. (See the next section for additional information on using a Mac laptop).



When the presenter brings their own laptop, the following must be done:

Connect the laptop's power cable to the power strip located in the left drawer of the podium.

Connect the laptop's video-out port to the console video cable (see the illustration below; see the next section for connecting a MAC laptop).

The screen resolution of the laptop must be set to 1280 x 720.



IMPORTANT:

Inside the podium, switch the video source from **PC** to **LAPTOP**, using the pushbuttons on the **Extron** electronics panel (see page 2).

Do not forget to switch this back after the presentation!

If the laptop's screen image does not automatically appear on the projector screen, the video settings on the laptop may need to be adjusted. The method of changing these settings varies, so the presenter is responsible for performing this.

Using a Mac Laptop

When the presenter brings a Mac laptop, the setup is nearly the same as for a PC laptop (see the previous section), except for the video connection. An extra adapter component is required.

ElderStudy has an Apple video adapter. It is stored in the black filing cabinet which is described on page 3. The adapter is stored in a black leather pouch, which can be in any of the cabinet drawers. The adapter is pictured in the illustration.



The small end of the adapter connects to the video out port of the Mac laptop, and the other end connects to the podium's video cable.

Do not accidentally let the presenter take this adapter away. Put it back in its pouch in the black filing cabinet.

Getting Help

UMW Audio Visual Technician **Tom Mountcasel** has been assigned to help us with audiovisual equipment issues. His phone number is **286–8015**. The AV help desk is **654–1199**. For computer issues, call the UMW Computer Help Desk at (540) 654–2255. If you are not sure who to call, call everybody. Tom’s email is **rmountca@umw.edu**.

Printing this document as a pamphlet (on HP Envy 5660):
Print the PDF file in Adobe Reader, not the Word document.
Set printer properties to Print on both sides, Flip on long edge.
In Reader, select Booklet, Both Sides, Sheets 1-4, Binding Left,
Orientation Portrait, Uncheck Auto-rotate Pages.
Print, Fold and Staple

