

# Classroom Equipment Instructions

All instructors must schedule a short orientation session with Campus Computing before using classroom technology equipment. A Bayboro domain account is also required to log on to the classroom computers, and will be explained during the orientation session if needed. Please see the technical support section at the end of this document for contact information.

This document applies to the following USF St. Petersburg classrooms:

- College of Business (COB) 333, 334, 342 and 345

Classroom Equipment:

- One computer with a CD/DVD drive, two front USB ports, desktop monitor, keyboard and mouse.
- One VCR and DVD player.
- One document projector.
- One data/image projector.

## Using the Computer

1. Turn on the computer and monitor.
2. Use your Bayboro account (office user name and password) to log in to Windows.



3. After logging in, the Projector Control program will start.
4. Click the "Power On" button to turn the projector on.
5. Click the "PC" button under the "Source" tab.
6. Do not close the Projector Control program. Doing so will turn off the screen projector.

NOTE: Windows has a volume control icon on the right end of the taskbar (near the clock) that may be used to adjust the output volume for additional amplification.

## **Connecting a Notebook or Laptop Computer**

1. Turn on computer and monitor.
2. Use your Bayboro account (user name and password) to log in to Windows.
3. After logging in, the Projector Control program will start.
4. Click the "Power On" button to turn the projector on.
5. Click the "Document Camera/Laptop" button under the "Source" tab.
6. Turn off your laptop or notebook computer if it is turned on, or in sleep mode. After turning it off, plug the additional VGA monitor cable and additional audio headphone cable to your computer. Sometimes, additional configuration of your computer is required to use multiple output sources.
7. Press the "Ext 1" (extension one) button on the document camera (document projector).
8. Turn on your computer. Most computers will automatically detect multiple output sources after its operating system (Windows, Mac OS, etc.) completes the startup process.
9. Do not close the Projector Control program. Doing so will turn off the screen projector.

## **Playing a DVD or VCR Tape**

1. Turn on computer and monitor.
2. Use your Bayboro account (user name and password) to log in to Windows.
3. After logging in, the Projector Control program will start.
4. Click the "Power On" button to turn the projector on.
5. Click the "Video/DVD" button under the "Source" tab.
6. Press the power button on the VCR/DVD player to turn it on.
7. Insert the VCR tape or DVD into the player.
8. Press the play button on the VCR/DVD player to start the video.
9. Use the "Audio" tab under the Projector Control program to adjust the volume.
10. Do not close the Projector Control program. Doing so will turn off the screen projector.

## **Playing a Music or Audio CD**

1. Turn on computer and monitor.
2. Use your Bayboro account (user name and password) to log in to Windows.
3. After logging in, the Projector Control program will start.
4. Click the "Power On" button to turn the projector on.
5. Click the "PC" button under the "Source" tab.
6. Insert the music or audio CD into the computer's CD/DVD optical drive.
7. If it's a music CD, the Windows Media Player or CD Player application should start automatically. These programs can also be found in the "Start menu".
8. Do not close the Projector Control program. Doing so will turn off the screen projector.

## Using the Document Projector

1. Turn on computer and monitor.
2. Use your Bayboro domain account user name and password at the logon screen. Make sure that "BAYBORO" is selected under the domain list.
3. After logging in, the Projector Control program will start.
4. Click the "Power On" button to turn the projector on.
5. Click the "Document Camera/Laptop" button under the "Source" tab.
6. Turn on the document camera (document projector).
7. Do not close the Projector Control program. Doing so will turn off the screen projector.

## Help & Technical Support Resources

### Instructional Media Department

The Instructional Media Department at USF St. Petersburg is responsible for classroom audiovisual equipment. This includes AV devices such as data/image projectors, VCRs and DVD players. For help with classroom AV equipment, please direct your questions to the contact information listed below.

Email: [im@nelson.usf.edu](mailto:im@nelson.usf.edu)

Phone: (727) 873-4409

Web: <http://www.nelson.usf.edu/im/>

### Campus Computing

The Office of Campus Computing at USF St. Petersburg is responsible for all classroom computers and Internet/network connections. This includes support for computer peripherals such as monitors, keyboards and mice, CD/DVD drives or USB port connections and flash drives. It also includes support for network resources such as employee storage drives, commonly known as "P" drives. For help with classroom computer or network resources, please direct your questions to the contact information listed below.

Email: [helpdesk@stpete.usf.edu](mailto:helpdesk@stpete.usf.edu)

Phone: (727) 873-HELP(4357)

Web: <http://www.stpete.usf.edu/computing/>