

# 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:

- Davis Hall (DAV) 102, 103, 104, 105, 215, 217, 224, 228, 232, 242, 245, 250, 251, 259 and 265
- Coquina Hall (COQ) 212, 220, 224, 231 and 232

Classroom Equipment:

- One computer with a CD/DVD drive, two front USB ports, desktop monitor, keyboard and mouse.
- One multimedia switcher with a built-in sound amplifier.
- One VCR and DVD player.
- One ceiling-mounted, data/image projector.
- One USB extension cable for flash drives and other peripherals.
- One VGA (monitor) extension cable for notebook computers.
- One audio (stereo headphone jack) extension cable for portable computers and media devices.
- One document projector (where available)

## 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. Press the "ON" button on the multimedia switcher to turn the projector on.
4. If needed, press the "PC" button on the switcher to change the input source to the computer.

NOTE: Use the volume control knob on the switcher to adjust the volume for the projector.

**Please turn off the computer and the projector when you are done.**

## Connecting a Notebook or Laptop Computer

1. Turn off your laptop or notebook computer if it is turned on, or in sleep mode. After turning it off, plug the VGA extension cable and audio extension cable to your computer. Sometimes, additional configuration of your computer is required to use multiple output sources.
2. Lower the volume on the multimedia switcher by adjusting the volume control knob.
3. Press the "ON" button on the switcher to turn the projector on.
4. Press the "LAPTOP" button on the switcher to change the input source to your computer.
5. Turn on your computer. Most computers will automatically detect multiple output sources after its operating system (Windows, Mac OS, etc.) completes the startup process.

NOTE: If the projector and the computer do not synchronize, look for an output control switch around your computer's numerical keys. The numerical keys are usually located at the top of the keyboard. Most portable computers will switch output sources using a keystroke combination involving the "Fn" (function) key. Consult your computer's instructions for more information.

## Playing a DVD or VCR Tape

1. Press the power button on the VCR/DVD player to turn it on.
2. Insert the VCR tape or DVD into the player.
3. Press the play button on the VCR/DVD player to start the video.
6. Lower the volume on the multimedia switcher by adjusting the volume control knob.
4. Press the "ON" button on the multimedia switcher to turn the projector on.
5. Press the "VCR" button on the switcher to change the input source to the DVD/VCR player.

NOTE: You may also use the computer's DVD drive to play a DVD. Follow the instructions titled "Using the Computer" at the beginning of this document if needed.

## Playing a Music or Audio CD

1. Turn on the computer and monitor.
2. Use your Bayboro account (user name and password) to log in to Windows.
3. Lower the volume on the multimedia switcher by adjusting the volume control knob.
4. Press the "ON" button on the multimedia switcher to turn the projector on.
5. If needed, press the "PC" button on the switcher to change the input source to the computer.
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".

NOTE: Use the volume control knob on the switcher to adjust the volume for the projector. Windows also 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.

## Help & Technical Support Resources

Please do not disconnect or reconfigure any of the classroom technology equipment. If you cannot get the equipment to work properly, or to your liking, the support resources below are available to assist you.

### **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/>