

Classroom Equipment Instructions

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

- Bayboro Hall (BAY) 226 and 227 computer labs
- College of Business (COB) 326 computer lab
- Student computers in the BAY 225 and Davis Hall (DAV) 253 computer labs

Equipment:

- Student computers, equipped with a CD/DVD-RW drive, two front USB ports, desktop monitor, keyboard and mouse.
- One scanner with document feeder (BAY 226) and one flat-bed scanner (BAY 227).
- One black-and-white laser printer and one color laser printer (in BAY 226 and in COB 326).

Logging In

1. Turn on the computer and monitor.
2. Use your Net ID account (Blackboard user name and password) to log in.



Playing a DVD

1. After logging in, insert the DVD into the computer's CD/DVD optical drive.
2. The PowerDVD or Windows Media Player application should start automatically. These programs can also be found in the "Start Menu" by using the following navigation sequence: *Start > Programs > PowerDVD* for PowerDVD or *Start > Programs > Accessories > Entertainment > Windows Media Player* for Windows Media Player.

Playing a Music or Audio CD

1. After logging in, insert the music or audio CD into the computer's CD/DVD optical drive.
2. 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" by using the following navigation sequence: *Start > Programs > Accessories > Entertainment > Windows Media Player*.

3. For other audio CDs, open the My Computer icon located on the Windows Desktop. Open the drive labeled "CD/DVD drive".

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.

Campus Computing

The Office of Campus Computing at USF St. Petersburg is responsible for all classroom computers and Internet/network connections. For help with classroom computer or network resources, please direct your questions to the contact information listed below.

On-site: Help Desk in Bayboro Hall, room 226.

Email: helpdesk@stpete.usf.edu

Phone: (727) 873-HELP(4357)

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