



Winslow Sargent Classroom Instructions

Classroom Equipments

- Computer
- Projector
- Samsung DVD/VCR player
- Laptop interface
- Wireless access
- Smartboard

Software Installed in the Instructor's computer:

- Adobe Reader 8
- CPS
- GIMP
- Internet Explorer
- iTunes
- Mozilla Firefox
- MS Office 2007
- Nero
- Open Office 2.2
- PowerDVD
- QuickTime Player
- Real Player
- Smart Board Software
- SPSS for Windows 15.0
- Synmantec Endpoint Protection
- Windows Media Player
- Windows Movie Maker

NOTE: The bulbs for the projectors cost roughly \$500 a piece (yes, five hundred!). Please help us keep costs down by **turning off the projectors** as you leave the classroom.

If you need immediate assistance with the technology in the classroom, call the ITeam Help Desk Hotline at x5555 or 617-243-2000 x5555.

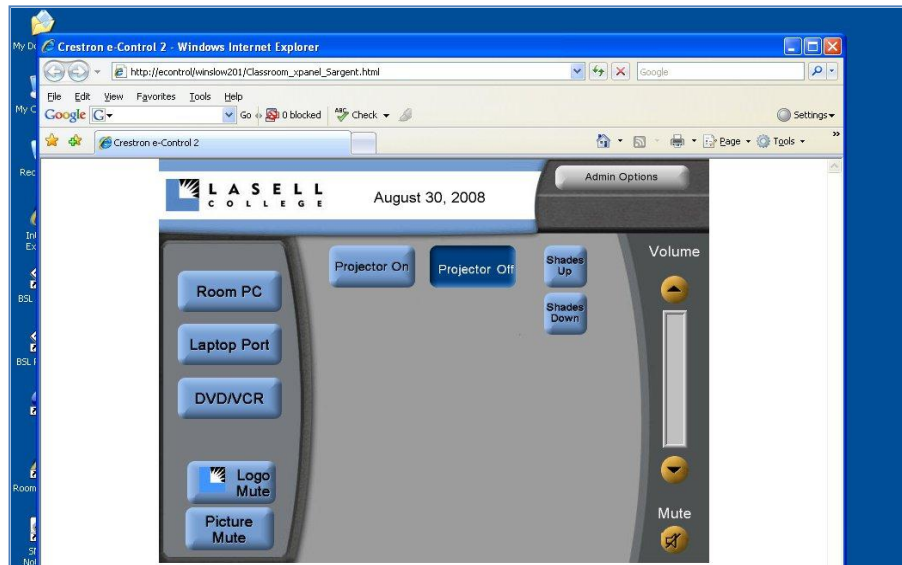
Using the Computer

The computer in the classroom works much like the computer in your office. Following are directions on how to turn on/off the PC.

- Press the round power button on the computer under the instructor desk. LCD on button will turn green when the computer has been turned on.
- Press the power button on the monitor. LCD on button will turn green when monitor has been turned on.
- **Logon** to computer using your Lasell user name and password.
- If you need the USB connection, find plug in USB devices on the left side of the monitor.
- Software installed in the computer: see the list in the left column.

Using the Projector

In Winslow classrooms, please use the following Crestron eControl loaded on your computer monitor to control your projector.



- Step 1: Turn on the computer under the instructor desk (and DVD/VHS is desired).
- Step 2: Login using your Lasell username and password.
- Step 3: If Crestron eControl window has not been loaded automatically, double click the **Projector Controls icon** on the computer desktop. If in case there is no **Projector Controls icon** on the computer desktop, open the Internet Explorer, paste the following address at the address : http://econtrol/winslow201/Classroom_xpanel_Sargent.html
- Click Projector On and wait for the 30-second warm-up. You will hear a little music when the projector is powering up.
- Click on equipment you would like to project (Room PC, Laptop Port, DVD/VCR, Shades Up, or Shades Down).
- When done, click on Power Off. You will hear a little music when the projector is powering down.



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Using the DVD/VCR

- The DVD/VCR combination player is located underneath the instructor desk on a rack.
- Turn on the unit by pressing the *Power* button located on the left side of the DVD/VCR's front panel.
- Press the DVD-VCR button on the DVD/VCR's front panel to select VCR or DVD.
- Put in your DVD or VHS tape. The DVD/VCR player will automatically play the media you put in.
- To display your DVD/VCR through the overhead projector, press the **DVD/VCR** button at the Crestron eControl screen on the computer desktop.
- You can perform all of DVD/VCR functions by using the remote control attached to the instructor desk. If the remote is missing, use the buttons on the front panel of the player itself.
- If there is no DVD/VCR remote, you can also use the computer build-in DVD player to play a DVD instead:
 - Insert DVD into Computer CD/DVD Drive.
 - Wait five seconds.
 - Double-Click On "My Computer."
 - Double click-on the DVD icon on the DVD/CD-R-W (D) drive.
 - The DVD will open in a DVD player on your computer.
 - Use the controls on your screen to control the DVD player.

Using SMART Board

Please read "**SMART Board Instructions**" as reference.

Using Shades Control

At the Crestron eControl window on the computer desktop, there are two buttons "Shades Up" and "Shades Down".

- Lower the window shades: click on Shades Down button.
- Raise the window shades: click on Shades Up button.

At the End of Class, please remember:

- **Power down the projector** by clicking on Power Off at the Crestron eControl window on the desktop. You will hear a little music when the projector is powering down.
- **Log off the computer.** If you are the last class of the day, **shut down** the computer (Start / Shutdown)

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