OPERATING THE TECHNOLOGY EQUIPMENT
FSW STATE COLLEGE – LEE CAMPUS

Using the Computer & Projector

1. Turn the Smartboard on by pressing the **ON** button at the bottom corner of the board.
2. If it’s off, turn the Monitor on by pressing the **ON** button on the front of the device.
3. If it’s off, turn the Computer on by pressing the round **ON** button on the front of the computer. The Computer is located inside the cabinet.
4. Find the A/B control box located on the podium and choose the button labeled as **Computer or PC**.

Using the Document Camera

1. Press the **ON** button on the document camera
2. Find the A/B control box located on the podium and choose the button labeled as **Doc Cam**
3. Make sure the Projector is on. If it’s not, turn the Smartboard on by pressing the **ON** button at the bottom corner of the board.

**NOTE**: To switch back to the Computer, use the A/B control box again

Flash Drive

1. Plug the flash drive into the USB cord hanging on the podium or into the left side of the monitor or into the USB ports on the front of the computer inside the cabinet.
2. When the Removable Drive dialog box opens, choose “Open folder to view files”
3. Double click on the file you wish to open

At the End of Class: Turning Off the Equipment

1. Press the **ON** button located at the bottom corner of the SmartBoard twice to turn it off.
2. Turn off the Document Camera by pressing the **ON** button
3. Don’t forget to take your Media with you (USB, CD, DVD).
Simple Troubleshooting Instructions

1. Podium PC's should be set to logon automatically, if it is requesting a password DO NOT attempt to guess the password as you will lock out the account! Simply hold the power button until it turns off then turn it back on.
2. If the Smartboard pens or the touch feature does not work, RESTART the COMPUTER
3. If there is no sound, verify that the amplifier box located on second shelf inside the podium is powered on.
4. For tech. support please call extension 1074. Extension 1074 is unmanned Saturdays and Fridays evenings 5 to 8pm. Please contact Public Safety at 1203 or 489-9203 as they can reach us during those times.
5. Do Not attempt to change cables or to disconnect cables.
6. Do Not connect additional equipment or substitute our equipment without I.T. consent.