OPERATING THE TECHNOLOGY EQUIPMENT
FSW STATE COLLEGE – LEE CAMPUS

Using the Computer & Projector

1. If it’s off, turn on the Monitor/Sympodium by pressing the ON button on the front of the device.

1. 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.

2. IF THE ROOM HAS ONE - Find the A/B control box located on the podium and choose the button labeled as Computer or PC

2. Turn on the Projector by taking the remote control to the front center of the room, point it at the projector on the ceiling and press the ON or POWER button

Using the Document Camera - (NOT ALL ROOMS HAVE ONE)

1. Press the On button on the document camera

1. Find the A/B control box located on the podium and choose the button labeled as Doc Cam

2. Make sure the Projector is on. If not, take the remote control to the front center of the room, point it at the projector on the ceiling and press the ON or POWER button

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. Take the remote control to the front center of the room, point it at the projector on the ceiling and press the ON or POWER twice.

2. Turn off the Document Camera

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. Blinking blue power button on the projector indicates that it is off, it will turn solid when powered on. At times you may need to bring the remote closer to the projector to activate.
3. If the projector is non-responsive to remote commands (even power on/off with remote led lighting up to indicate batteries are good) then it is locked up and requires a power cycle. If you happen to have a wall switch you can turn it off, wait two minute and then back on to reset it. Otherwise you will need to contact support to send a technician. If you happen to be in a high ceileding room please notify support that a ladder will be required to expedite resolution.
4. For tech. support please call extension 1074. Extension 1074 is unmanned Saturdays and Fridays evenings 5-8pm. Please contact Public Safety at 1203 or 489-9203 as they can also reach us.
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.