

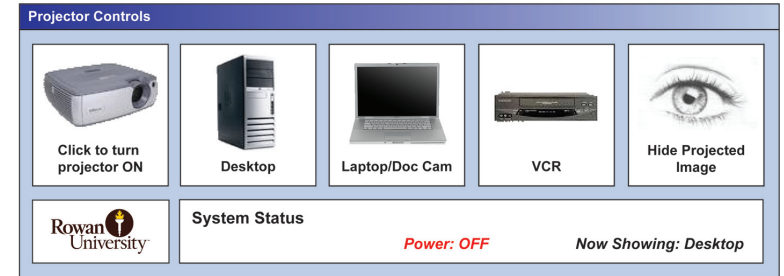
# Quick Start Guide for using TEC Classrooms

## #1: Turn on the Computer and Login

1. Turn the computer on by pushing the **Power** button on the front of the computer. Simultaneously press the **Ctrl, Alt** and **Delete** keys.
2. At the *Novell screen*, login using your Rowan network username and password. Click **OK**.
3. If you do not have a Rowan username and password, or if the network is currently unavailable, you may still login to the computer. Check **Workstation Only**. Type **guest** into the *Username* and *Password* field. Click the **Advanced** button, and under *From*, select your current location (i.e. BunceLab205). Click **OK**.

## #2: Choose from Projector Controls

1. Projector controls will appear on your Windows screen. Select **Click to turn projector ON**. **Wait 30 seconds for the projector to warm up completely.**
2. Select the input you would like to project from the Projector Controls: **Desktop (PC), Laptop/Doc Cam** (if available), or **VCR**.



## #3: Use or Display Equipment

### DVD

Play a DVD through the PC. To display a DVD, insert the DVD into the PC's DVD drive. When prompted, click **Yes** to display DVD using *WinDVD*.

### Display Laptop

Remove VGA cable from drawer. Plug one end into laptop and the other into connection plate on desk. To toggle laptop for display on LCD/Monitor, press **fn + f8** or **fn + f7**.

### VCR

Insert a VHS tape into the VCR. Use the controls on VCR to play, fast forward, rewind and pause the VHS tape.

### Turn Speakers On and Off

Press the **large, red switch** at the upper right-hand corner of equipment rack to turn speakers on (see diagram below). **When finished, turn the speakers off.**

### Adjust Volume

Use the volume up, down, and mute controls on the keyboard to adjust the volume for the PC, DVD or VCR.

### USB/Flash/Jump Drive

Insert a USB/Flash drive into the USB port on the upper left or right corner of keyboard. Before removing USB drive, click on **Safely Remove** on the Windows taskbar.



When finished, be sure to turn the speakers off.

## #4: For more information

For detailed instructions, see the TEC Classroom Manual in the desk drawer or visit: [http://www.rowan.edu/toolbox/tec\\_rooms](http://www.rowan.edu/toolbox/tec_rooms) to view or print any manual for any TEC classroom. Report Equipment problems to extension **5552** and leave a **voice message including the phone number and classroom location you can be reached** or email [itsupport@rowan.edu](mailto:itsupport@rowan.edu).