



# Computer

1. Press the CTRL-ALT-DEL keys.
2. Enter your NetID in the **User name** text box.
3. Enter your password in the **Password** text box.
4. Make sure that UMW is selected in the **Log on to** drop down window, and click OK.

### To access the administrative account on the computer:

1. Enter Instructor in the **User name** text box.
2. Enter the password for the room in the **Password** text box.
3. Select the name of the computer (the this computer option) in the **Log on to** drop down window, and click OK.



- To access the generic student account follow the same directions as the administrative account, but enter student in the **User name** text box, and leave the **Password** text box blank.

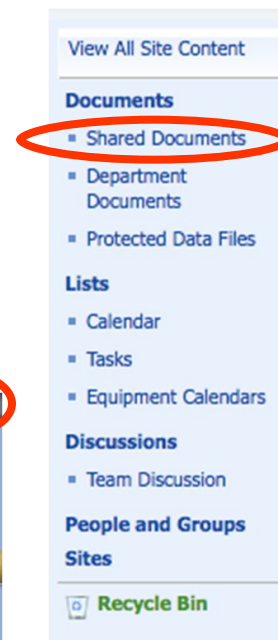
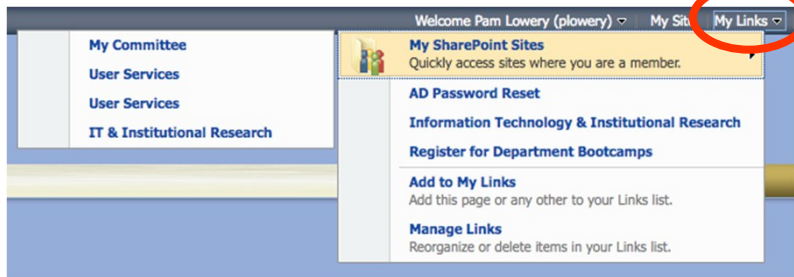
Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu  
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



# SharePoint

### If you have documents in the shared space in EagleNet:

1. Log into EagleNet.
2. Migrate to your department's shared drive:
  - Click on **My Links** in the upper right corner.
  - Choose **My SharePoint Sites**.
  - Select your Department.
3. Click on **Shared Documents**.



Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu  
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401

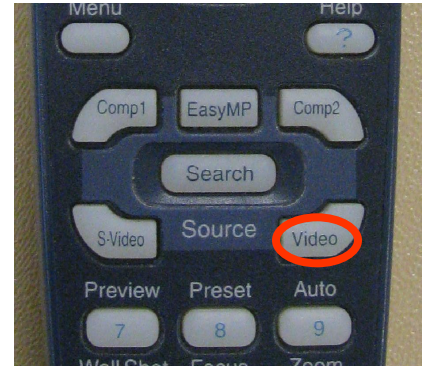


# Projector



1. Point the Projector Remote toward the ceiling mounted projector and press the **POWER ON** button.
  2. During a brief start up period, the projector will display a blue screen for approximately 30 seconds while it is warming up.
  3. On the Projector Remote, push the **VIDEO** button.
- Volume is controlled by adjusting the knob on the desktop speakers or through the computer.

**NOTE:** If no sound comes out of the speakers, make sure the volume is not muted on the computer. Double click the speaker icon, found in the bottom, right corner of the computer screen. Uncheck the 4 mute boxes that run across the bottom of the window.



Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu  
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401

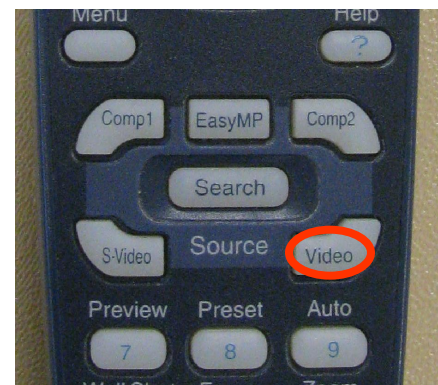


# VCR



1. Set the channel selector to channel 1 to avoid projecting cable TV.
  2. Turn on the VCR/DVD Player located in the lectern.
  3. Point the remote toward the ceiling mounted projector and press the **POWER ON** button.
  4. On the Projector Remote, push the **VIDEO** button. You see "Video" in the upper left of screen
  5. Insert the VHS tape into the VCR with the solid side of the tape case facing outward.
- Volume is controlled by pressing the Up and Down knob on the Projector Remote.

**NOTE:** Computer does not need to be on to project from the VCR.



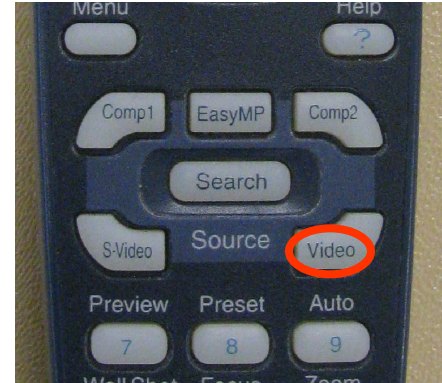
Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu  
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



# DVD

1. Turn on the VCR/DVD Player located in the lectern.
2. Point the Projector Remote toward the ceiling mounted projector and press the **POWER ON** button.
3. On the Projector Remote, push the **VIDEO** button. You will see "Video" in the upper left of screen
4. Control playback of the DVD with the DVD Remote, or with the buttons on the front of the projector.
5. When you are finished playing the DVD, press the **Stop** button, and then the **Eject** button on the front of the DVD player.

**NOTE:** If no sound comes out of the speakers, make sure the volume is not muted on the computer. Double click the speaker icon, found in the bottom, right corner of the computer screen. Uncheck the 4 mute boxes that run across the bottom of the window.



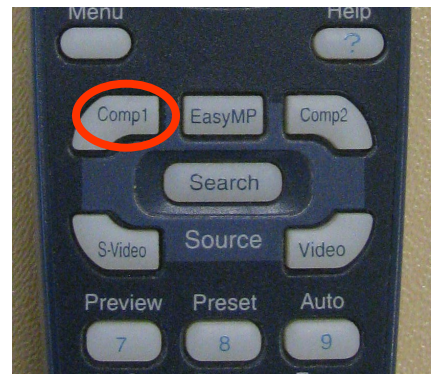
Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu  
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401



# DVD

1. Insert your disk into the CD/DVD Drive on the computer, and then close drive tray.
2. On the Projector Remote, push the **COMP 1** button. You will see "Computer 1" on the screen.
3. PowerDVD should launch automatically, if not:
  - In the pop up window choose "Play DVD" using PowerDVD.

**NOTE:** If no sound comes out of the speakers, make sure the volume is not muted on the computer. Double click the speaker icon, found in the bottom, right corner of the computer screen. Uncheck the 4 mute boxes that run across the bottom of the window.



Information Technology Help Desk • 540-654-2255 • helpdesk@umw.edu  
George Washington Hall B027 • 1301 College Avenue Fredericksburg, VA 22401

**VOLUME TIP:** If no sound comes out of the speakers, make sure the volume is not muted on the computer:

- Double Click the speaker icon. This can be found in the bottom, right corner of the computer screen. The image is what will appear.
- Uncheck all mute boxes (4 total) that run across the bottom of the window.

