



# 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 remote labeled "Projector Remote" at the ceiling mounted projector and press the power button.
2. On the Projector Remote, push **Computer** the button.



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

Simpson 225



# VCR



1. Turn on the VCR located in the Lectern by pressing the **Power** button on the VCR.
2. (See Projector instructions.)
3. On the Projector Remote, push the **Video** button. You will then see "Video" in the upper left of screen.
4. Use the VCR Remote, or the buttons on the VCR to control playback of the VHS tape.

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



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

Simpson 225

# DVD



1. Insert your disk into the CD/DVD Drive on the computer.
2. (See Projector instructions.)
3. On the Projector Remote, push the **Computer** button. You will see "Computer 1" in the upper left of screen.
4. The DVD software should launch automatically.

When finished playing the DVD:

1. Press the **Stop** button.
2. Then press the **Eject** button in the control panel.
3. Close the DVD software.



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

Simpson 225

**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.

