



# 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 display the computer through the projector, press the PC button on the controller inside the podium.



- 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.

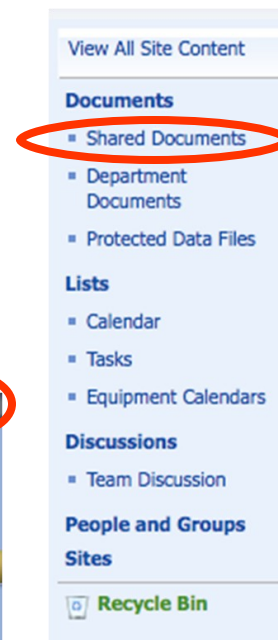
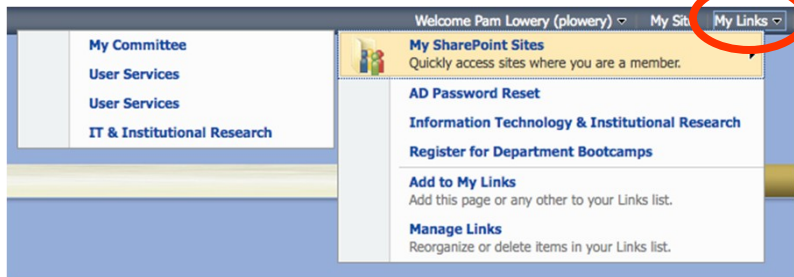
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# SharePoint

### 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**.



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# 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.



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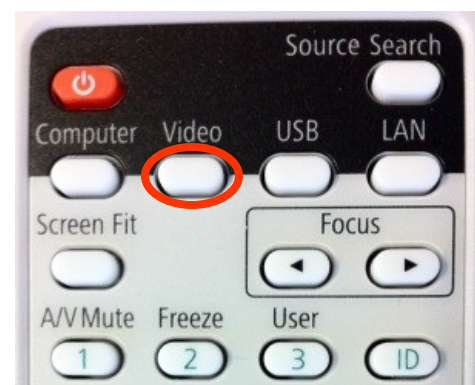


# VCR



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. Press the VCR button on the controller inside the podium.
5. 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.



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# DVD



1. Insert your disk into the CD/DVD Drive on the computer.
2. (See Projector instructions.)
3. Press the PC button on the controller inside the podium.
4. On the Projector Remote, push the **Computer** button. You will see "Computer 1" in the upper left of screen.
5. 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.



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**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.

