

Teaching Station Instructions

OFF – turns off the projector

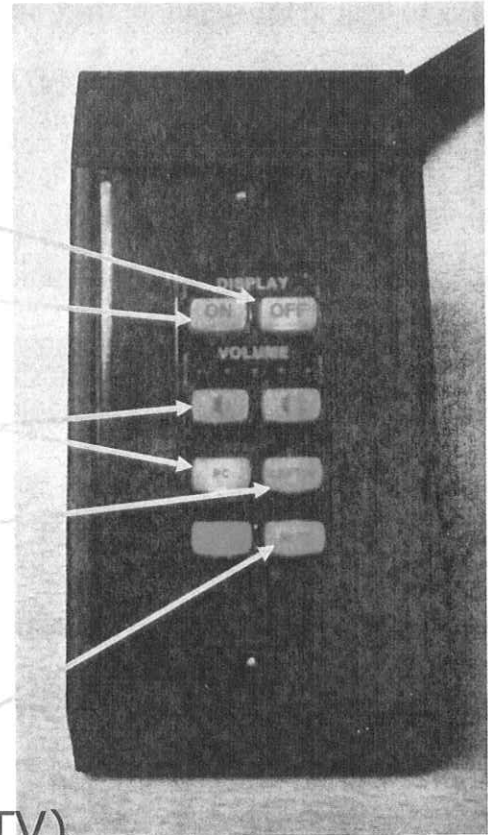
ON - turns on the projector

PC – project from the PC

 - Volume up and down

Laptop – project from laptop
(Video cable can be found on top
or inside of cabinet.)

Mute - shut off projector lamp
temporarily (not available for LED TV)



Please help save the projector lamp. Press the OFF button to shut down the projector before you leave the room.

**PLEASE REPORT ALL TEACHING STATION PROBLEMS
TO THE IT HELP DESK.**

(860) 832-1720

Teaching Station and Computerized Classroom Guidelines

Do not leave fully computerized rooms unattended. Please help protect our investment and avoid theft; when your class is over, please close and lock the doors to the room and ask the students in the next class to wait in the hall until their instructor arrives.

Remember to Log Off (DO NOT SHUTDOWN or Restart). Please remember to Log Off the computer before leaving the room. There is no need to Shutdown or Restart the computer. All of the computers in the classrooms are automatically shut down after 11:00pm and restarted after 6:00am to run system updates. If a computer is Shutdown, it might not startup automatically to allow updates to take place. Instead the updates will take place the next time the computer is turned on (probably at the beginning of a class period). A computer that is running updates will run very slowly and might need a reboot after the update is done. If the computer is running updates, do not shut off or restart to avoid corrupting files.

Save the Projector Bulbs. Please remember to turn off the projector before you leave the room to save the bulb from burning out. To turn off the projector, press and hold the green Power Display button for at least 5 seconds. The button should begin to flash which indicates it is turning the projector off.

Cables and Plugs. If you have some reason to unplug a power or network cable from the wall, please replace what you unplugged before you leave the room. Disconnected power and network cables cause problems for the next person who will be using the room.

In fully computerized rooms. Please remind your students to Log Off and eject their USB drives.

Common Problems and Simple Solutions (try before calling the Help Desk)

Symptom: PC is on with a green light in power button but nothing shows on projector screen.

Resolution: Projector has not been turned on. Press the ON button on the switcher to turn projector on and then press the PC button.

Symptom: "Check VGA or signal cable" or "VGA or signal cable is disconnected" error on PC monitor.

Resolution: Turn on PC CPU. Light in CPU power button should be green.

Symptom: PC monitor is only showing a green screen.

Resolution: Turn on PC CPU. Light in CPU power button should be green.

Symptom: Computer output is displaying on projector screen but not on PC monitor.

Resolution: Turn on PC monitor. Light in power button should be green. If PC monitor light is on, see next symptom.

Symptom: Computer output is displaying on projector screen and PC CPU is on, but there are only some squiggly lines on PC monitor.

Resolution: Cable in the back of the monitor is loose and needs to be tightened into place.

Symptom: When logging into the computer it says "Domain is not available".

Resolution: Check data network cable – is it unplugged from wall?

When all else fails...

CALL THE IT HELP DESK AT 832-1720.