



# MEDIA SERVICES

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# Smart Workstation Guide

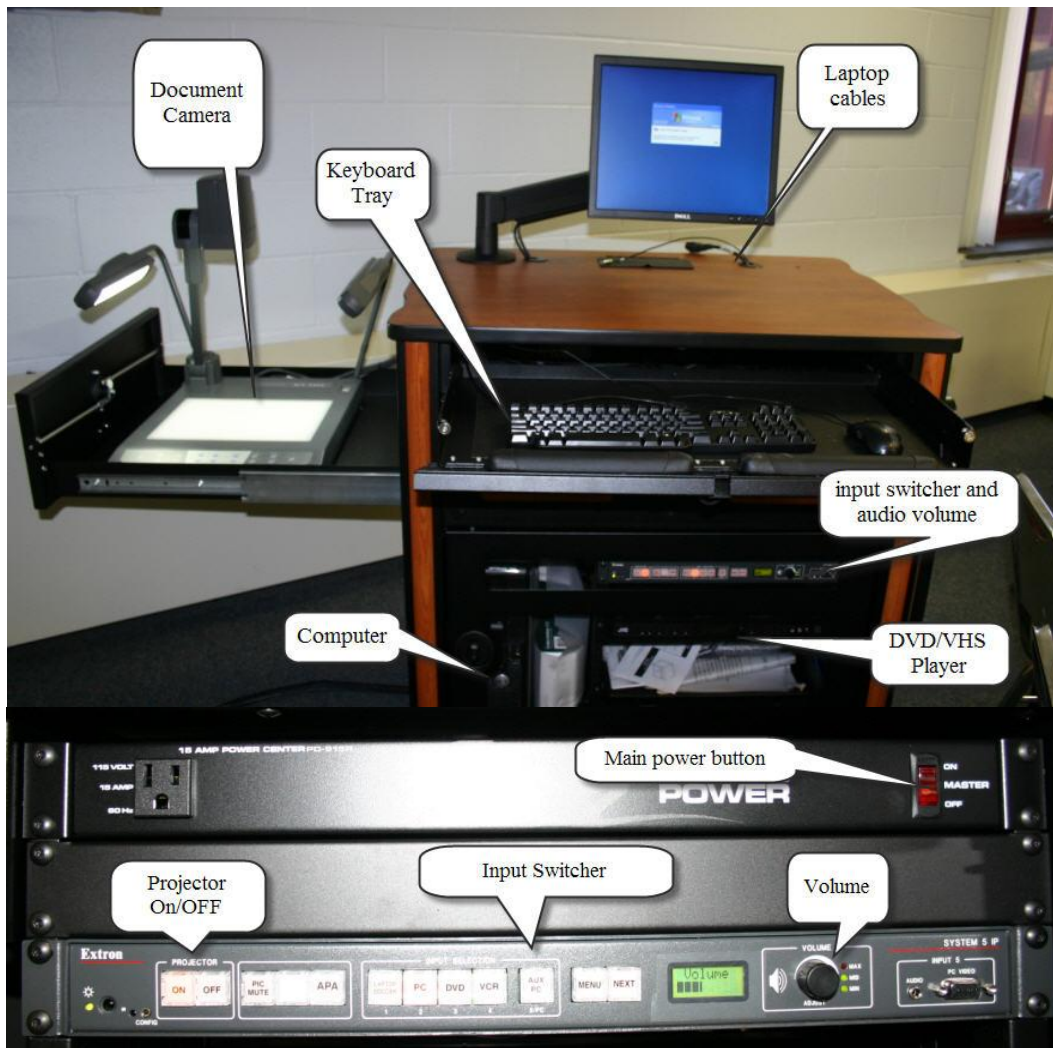
(Computer · Projector · Document Camera · Video Player)

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## Smart Workstation Overview


The Smart Workstation is equipped with a computer with internet access, a document camera\*, a DVD/VHS player and a Volume Control for the computer and DVD/VHS player.




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### WHAT IS A DOCUMENTS CAMERA?

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 \* A Document Camera is a special video camera designed to display documents, transparencies, photos, and two or three-dimensional objects through the mounted projector on the ceiling.

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## Using the Computer


**B**elow are steps for setting up the computer with the mounted ceiling projector.

1. Turn on the main power button.
2. Press button marked “PC” on the input switcher.
3. Turn on computer with power button on the CPU, located near the dell logo.
4. Open the key board tray (latch pulls down to unlock).
5. Log into the computer by pressing Ctrl-Alt-Delete.
  - a. The User Policy window will display. Click on OK to accept User Policy.
  - b. Login by entering your net id and password.
6. To turn the projector on press and hold the on button below the word “projector” on the input switcher for 5 seconds.
7. The projector will take a minute to turn on and display the computer image.
8. To control the volume of the computer sound use the master volume dial on the input switcher.
9. When done, turn off the projector by pressing the off button below the word “projector” on the input switcher, and please close the keyboard tray (and document camera drawer if used).

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### LOGIN ASSISTANCE


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-  If you are having issues with logging into the computer please contact [Lynne Gregor](#) Director, Information Technology (253-3163), or [Chris Hanecak](#), Network Manager (253-3036), for assistance. Also the Registrar’s office or the Information desk can reset a user’s login password. The Information Desk (253-3012) can also page IT for assistance.

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### CLASSROOM COMPUTER PROBLEMS

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-  If you are having problems with the computer please contact Jay Ayotte, Coordinator of Academic Information Technology (253-3070), during the daytime and Wendi Jordan, Information Technology Technician (253-3037), during the evenings and on Saturday.

## Using the Document Camera


**B**elow are steps for setting up the document camera with the mounted ceiling projector.

1. Open the side drawer and unfold the Document Camera arms.
2. Turn on the Document Camera with the power button on the Document Camera located on the top right corner.
3. Press the “Main” button on the Document Camera.
4. Select the “Laptop DocCam” button on the input switcher.
5. To turn the projector on press and hold the “on” button below the word “projector” on the input switcher for 5 seconds.
6. The projector will take a minute to turn on and display the document camera image.
7. Adjust the light arms and video camera for the best picture.
8. Use the zoom options to view the entire working area by pressing the “wide” button, or to zoom in press the “tele” button to view a small area of the object on the document camera.
9. Use the “AF” button to auto focus an object on the document camera.
10. Use the Iris buttons to let in more or less light.
11. When done with the Document Camera, please turn off the device, fold it back up, and close the drawer.
12. When done with projector, turn off projector by pressing the “off” button below the word “projector” on the input switcher.

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### MEDIA ASSISTANCE

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 If you are having issues with the document camera or the projector please contact Media Services. The Information Desk (253-3012) can page Media Services for assistance. Media Services full staff includes [Tom Vesce](#), Director of Media Services (253-3173) and [Ben Durant](#), Media Specialist (253-3074).

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## Using the DVD/VHS Player


**B**elow are steps for setting up the DVD/VHS Player with the mounted ceiling projector.

1. Turn on the main power button.
2. Turn the DVD/VHS player with the power button on the DVD/VHS player's bottom left corner.
3. On the input switcher select the "DVD" button or the "VHS" button.
4. To turn the projector on press and hold the "on" button below the word "projector" on the input switcher for 5 seconds.
5. The projector will take a minute to turn on and display the DVD/VHS player's logo.
6. To control the volume of the DVD/VHS player use the Volume Dial on the input switcher.
7. When done with the projector, turn off the projector by pressing the "off" button below the word "projector" on the input switcher.

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### MEDIA ASSISTANCE

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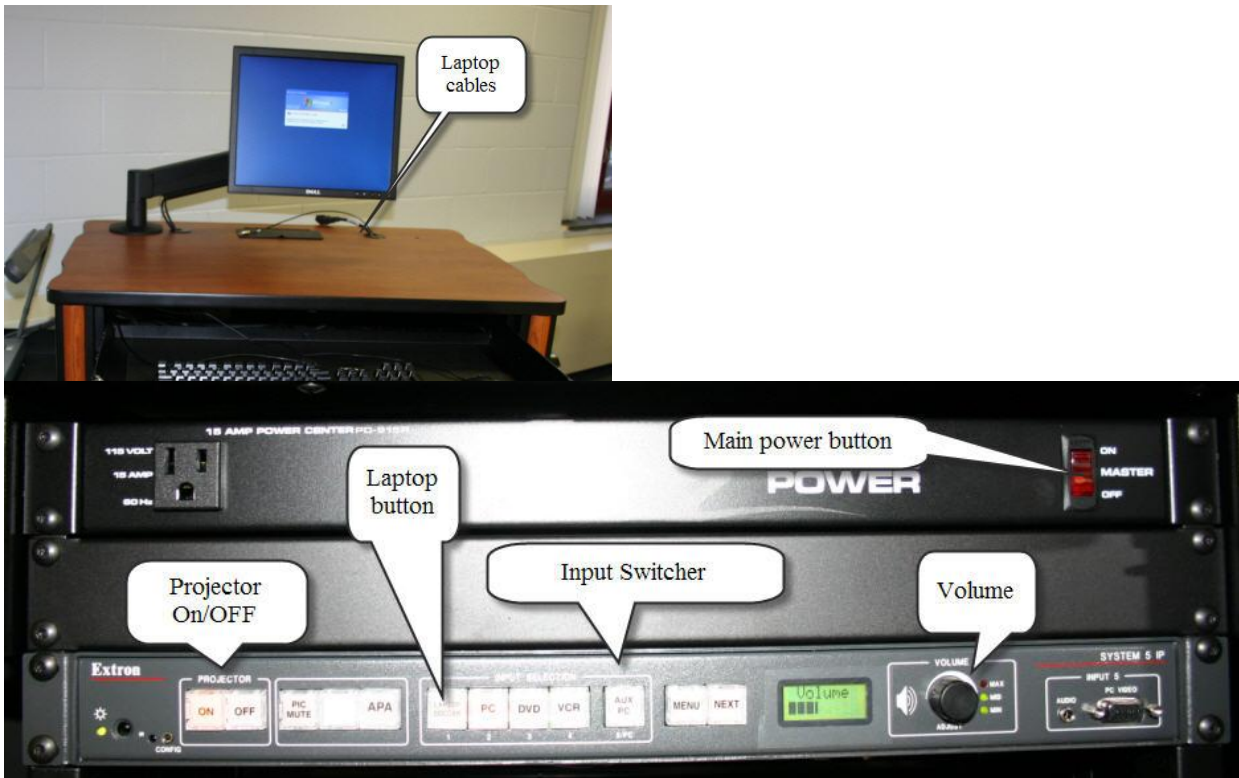
 If you are having issues with the DVD/VHS Player or the projector please contact Media Services. The Information Desk (253-3012) can page Media Service for assistance. Media Services full staff includes [Tom Vesce](#), Director of Media Services (253-3173) and [Ben Durant](#), Media Specialist (253-3074).

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## Adding a Laptop

Below are steps for adding a laptop to the smart workstation.

1. Connect your Laptop to the workstation's Laptop cables (audio and video cables). Mac users will need to supply their own adaptor to connect the VGA station cable (Ex: The Mini DisplayPort to VGA Adapter).
2. Turn on the main power button.
3. Turn the laptop on.
4. Select the "Laptop/DocCam" button on the input switcher.
5. To turn the projector on press and hold the "on" button below the word "projector" on the input switcher for 5 seconds.
6. The projector will take a minute to turn on and display your laptop.
7. To control the volume use the Volume Dial on the input switcher.
8. When done with the projector, turn off the projector by pressing the "off" button below the word "projector" on the input switcher.



# Troubleshooting

**B**elow are steps for troubleshooting the computer, document camera, DVD/VHS player, audio mixer and projector.

- I. Using the Document Camera and the projector won't display the document camera image.
  - a. Is the Document Camera turned on?
  - b. Is the "Main" button on the Document Camera selected?
  - c. Is the "Document Camera" selected as the input on the input switcher?
  
- II. Using the DVD/VHS Player and the projector won't display video.
  - a. Is the main power button is turned on?
  - b. Is the DVD or VHS Player turned on?
  - c. Is the DVD button selected as the input on the switcher?
  - d. Is the VHS button selected as the input on the switcher?
  
- III. Adding a laptop to the Smart Workstation
  - a. Is the main power button turned on?
  - b. Is the "Laptop/DocCam" button selected as the input on the switcher?
  - c. Is the Smart Workstation cables securely connected to the Laptop?
  
- IV. No audio
  - a. Is the master audio volume turned up?
  - b. If using the computer, confirm that the computer volume is not muted.

For additional assistance please see the Technology Assistance Directory (page 7).



