

Classroom Equipment Instructions

This document applies to the following USF St. Petersburg classrooms:

- Bayboro Hall (BAY) 225 and Davis Hall (DAV) 253

Equipment:

- Student computers, equipped with a CD/DVD-RW drive, two front USB ports, desktop monitor, keyboard and mouse.
- Instructor stations – one in BAY 225 and two in DAV 253 (front and rear of the classroom).
- Access to printers in BAY 226, one black-and-white laser printer and one color laser printer.
- One VCR and one DVD player in BAY 225. One VCR and DVD combination player in DAV 253.
- Two 32-inch television screens (BAY 225).

Logging In and Using the Data Projector (Instructors)

1. Find the instructor station. In BAY 225, it's located at the front of the classroom. In DAV 253 the first instructor station is located at the front of the classroom, while the rear instructor station is located in the last row, second computer from the entrance wall.
2. Turn on the computer and monitor.
3. Use your Net ID account (Blackboard user name and password) to log in.



The image shows a login window for USF St. Petersburg. On the left is a vertical banner with the USF logo and 'ST. PETERSBURG' text. On the right, there is a 'User name:' field containing 'Net ID' and a 'Password:' field containing '*****'. Below these fields are two buttons: 'OK' and 'Restart...'.

4. Turn on the data projector using the projector's remote.
5. Press the source button, marked "CPU", on the projector remote to find the computer input signal. These toggle buttons will project the computer image onto the projector screen depending on which input source is active (the front or rear computer, for example).

Please turn off the projector when you are done. To turn off the projector, press the "Power" button once to activate the shutdown process. Press it again to confirm. Please allow about 20 seconds between commands. When the green indicator light on the bottom of the projector stops flashing, the projector is ready to receive its next command.

Playing a DVD or VCR Tape (Instructors)

1. Press the power button on the VCR/DVD player to turn it on.
2. Turn on the data projector using the projector's remote.
3. Press the source button, marked VCR, on the projector remote to find the VCR's input signal.
4. Insert the VCR tape or DVD into the player.
5. Press the play button on the VCR/DVD player to start the video.

NOTE: You may also use the computer's DVD drive to play a DVD. Follow the instructions titled "Playing a DVD Using the Computer" in this document if needed.

Logging In (Students)

1. Turn on the computer and monitor.
2. Use your Net ID account (Blackboard user name and password) to log in.



The image shows a login window for USF St. Petersburg. On the left is a logo with 'USF' in large letters and 'ST. PETERSBURG' below it. On the right is a form with two input fields: 'User name:' with 'Net ID' entered, and 'Password:' with '*****' entered. Below the fields are two buttons: 'OK' and 'Restart...'

Playing a DVD using the Computer

1. Insert the DVD into the computer's CD/DVD optical drive.
2. The PowerDVD or Windows Media Player application should start automatically. These programs can also be found in the "Start Menu" by using the following navigation sequence: *Start > Programs > PowerDVD* for PowerDVD or *Start > Programs > Accessories > Entertainment > Windows Media Player* for Windows Media Player.

Playing a Music or Audio CD

1. Insert the music or audio CD into the computer's CD/DVD optical drive.
2. If it's a music CD, the Windows Media Player or CD Player application should start automatically. These programs can also be found in the "Start Menu" by using the following navigation sequence: *Start > Programs > Accessories > Entertainment > Windows Media Player*.
3. For other audio CDs, open the My Computer icon located on the Windows Desktop. Open the drive labeled "CD/DVD drive".

Help & Technical Support Resources

Please do not disconnect or reconfigure any of the classroom technology equipment. If you cannot get the equipment to work properly, or to your liking, the support resources below are available to assist you.

Campus Computing

The Office of Campus Computing at USF St. Petersburg is responsible for all classroom computers and Internet/network connections. For help with classroom computer or network resources, please direct your questions to the contact information listed below.

On-site: Help Desk in Bayboro Hall, room 226.

Email: helpdesk@stpete.usf.edu

Phone: (727) 873-HELP(4357)

Web: <http://www.stpete.usf.edu/computing/>