

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

HS BUSINESS OFFICE CONFERENCE ROOM

EQUIPMENT FOR IEPs AND PROJECTION

Purpose

How to use the Sayre Business Office Conference Room Equipment for IEPs and Projection (or for any type of presentation in the Business Office Conference Room).

Equipment that is needed (please note that all equipment is labeled “Use for IEPs” – this is the equipment that is needed for this to work properly):

HSCNFE01 – laptop



HS000P10-BUS CONF-DE5230n – printer



Mitsubishi - Computer Projector



Proper Equipment Hook Ups

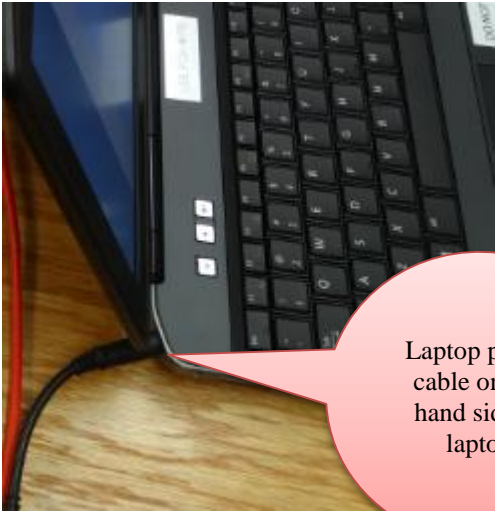
Network Connections



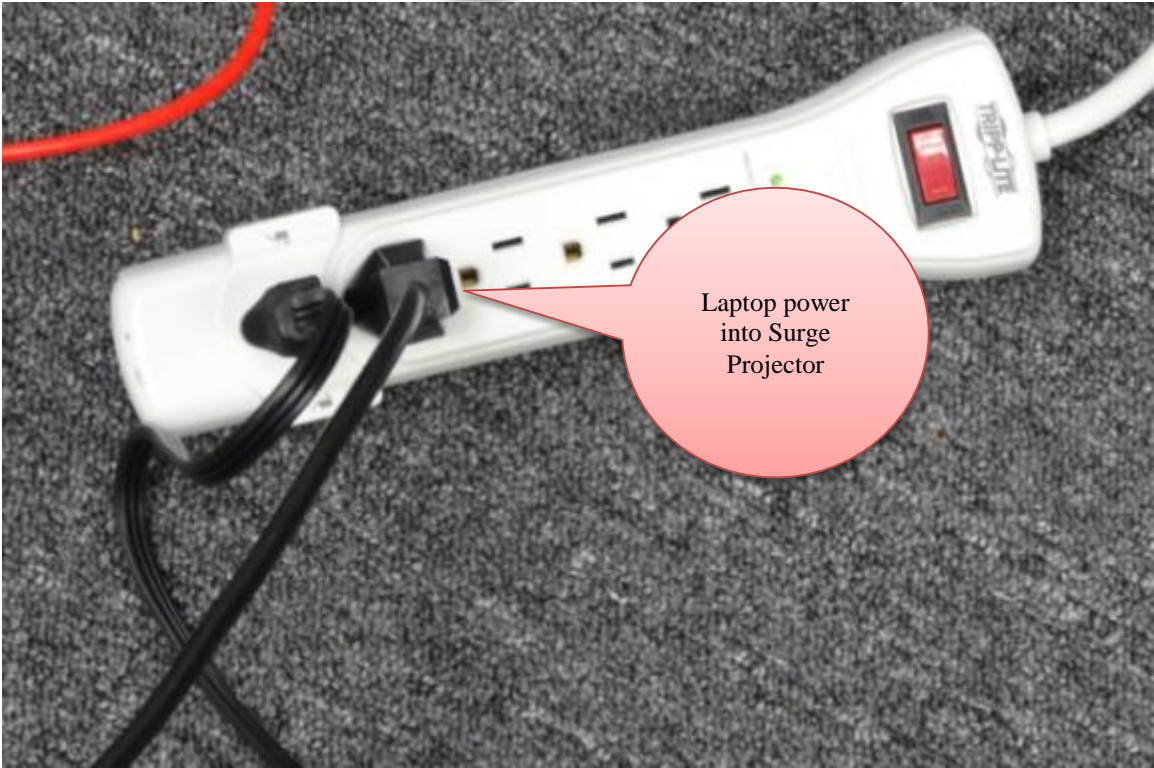
For the equipment to work properly, make sure the 2 network cables are connected as noted above. The network wall jacks are labeled for the printer and laptop as noted in the picture above).

Laptop

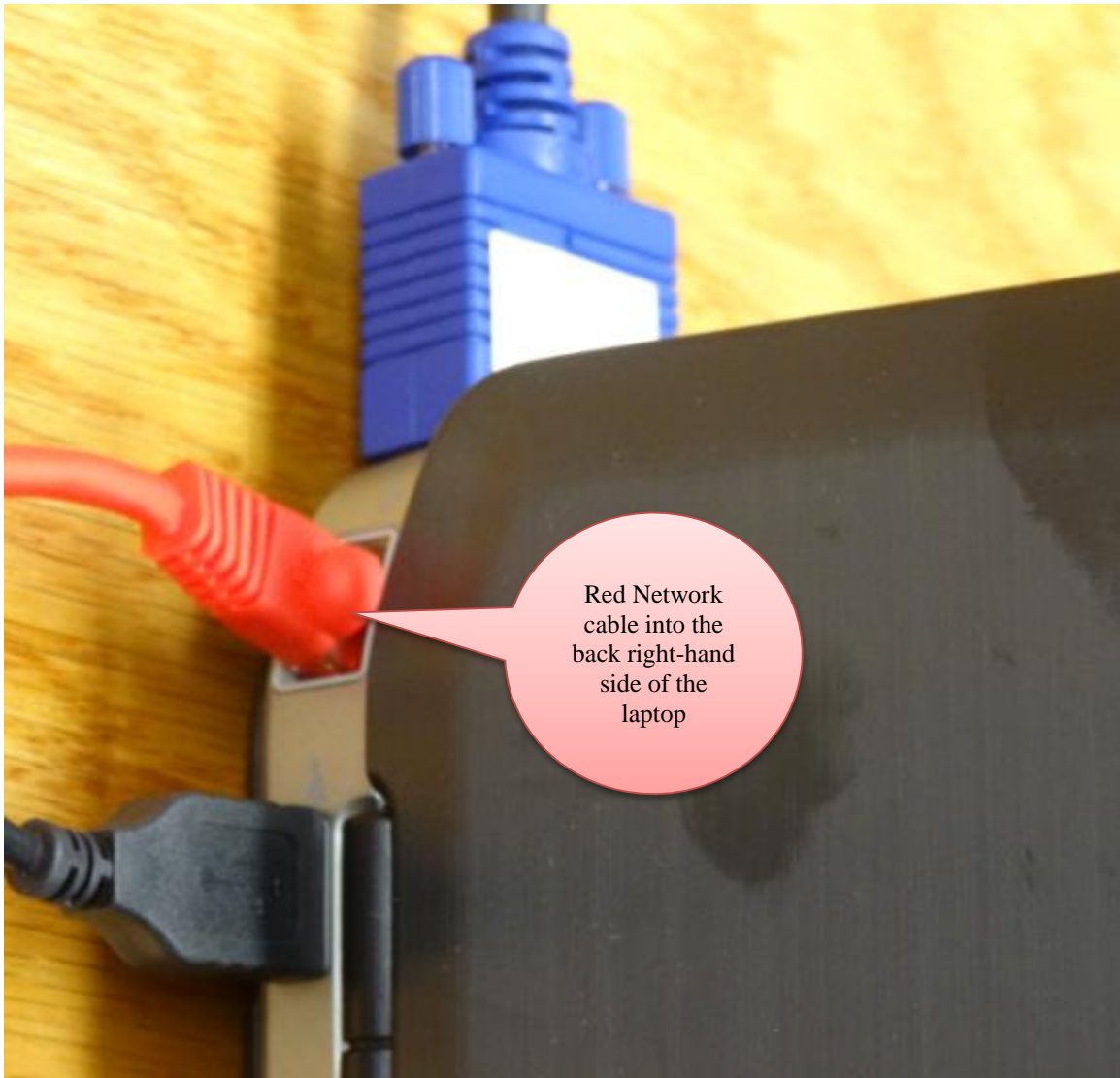
Power to laptop



Laptop power cable on left hand side of laptop



Laptop power into Surge Protector



Make sure to plug in Red network cable in the back of the laptop as above. So the red cable will be in the laptop and the other end in the network wall jack.



Projector



Connect projector video cable to projector as noted above.



Connect projector power cord to back of projector and to the power strip

Printer



Connect grey network cable to back of printer

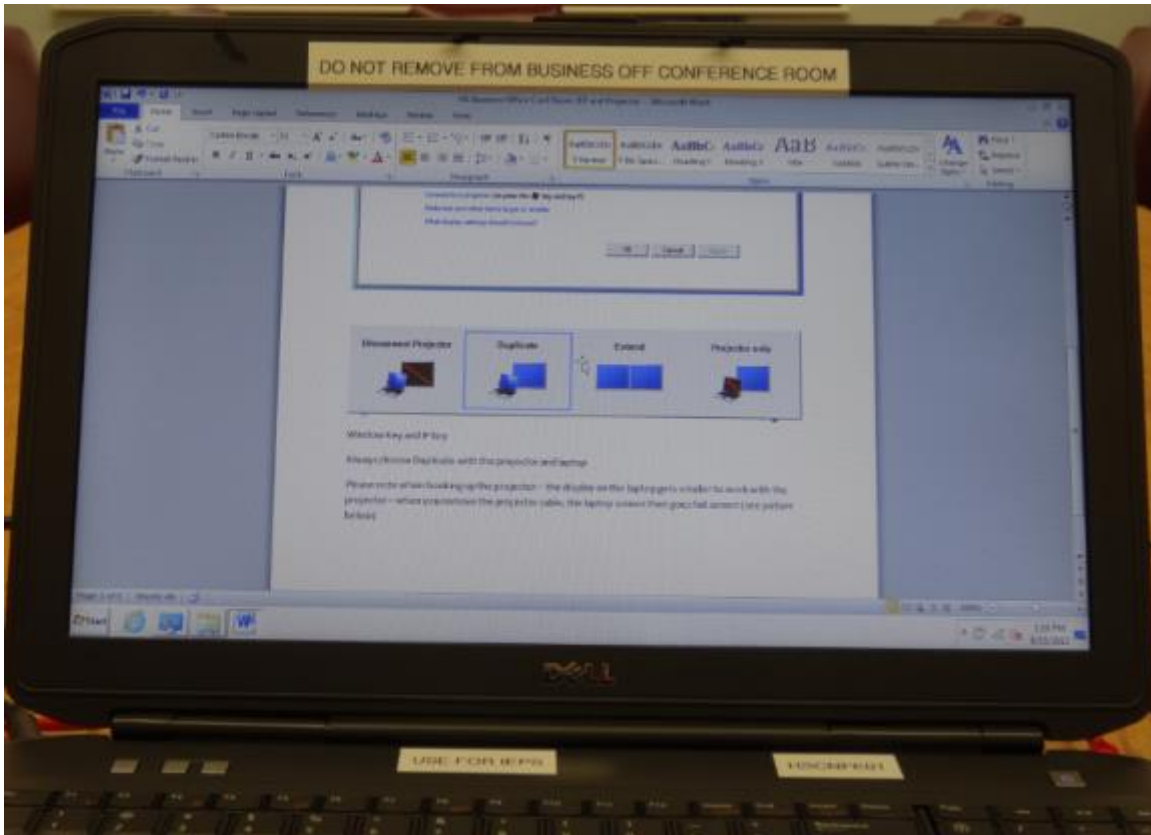
Connect power cord to back of printer and to the wall outlet (only the laptop and projector need to be in the power / surge protector).

Using the Equipment

Power On

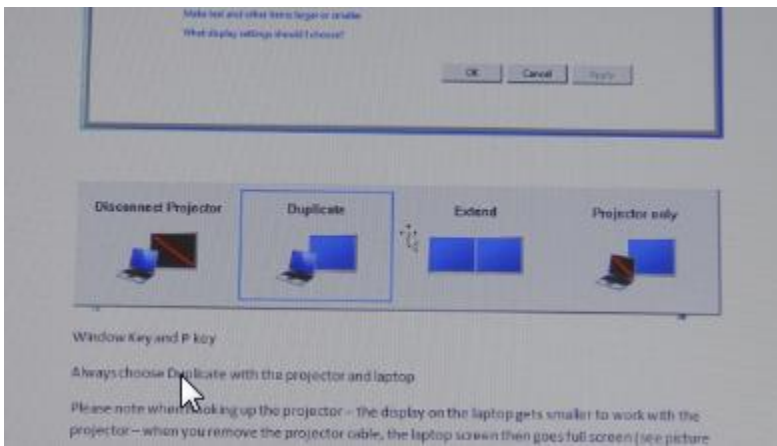


Power On Laptop and Log in

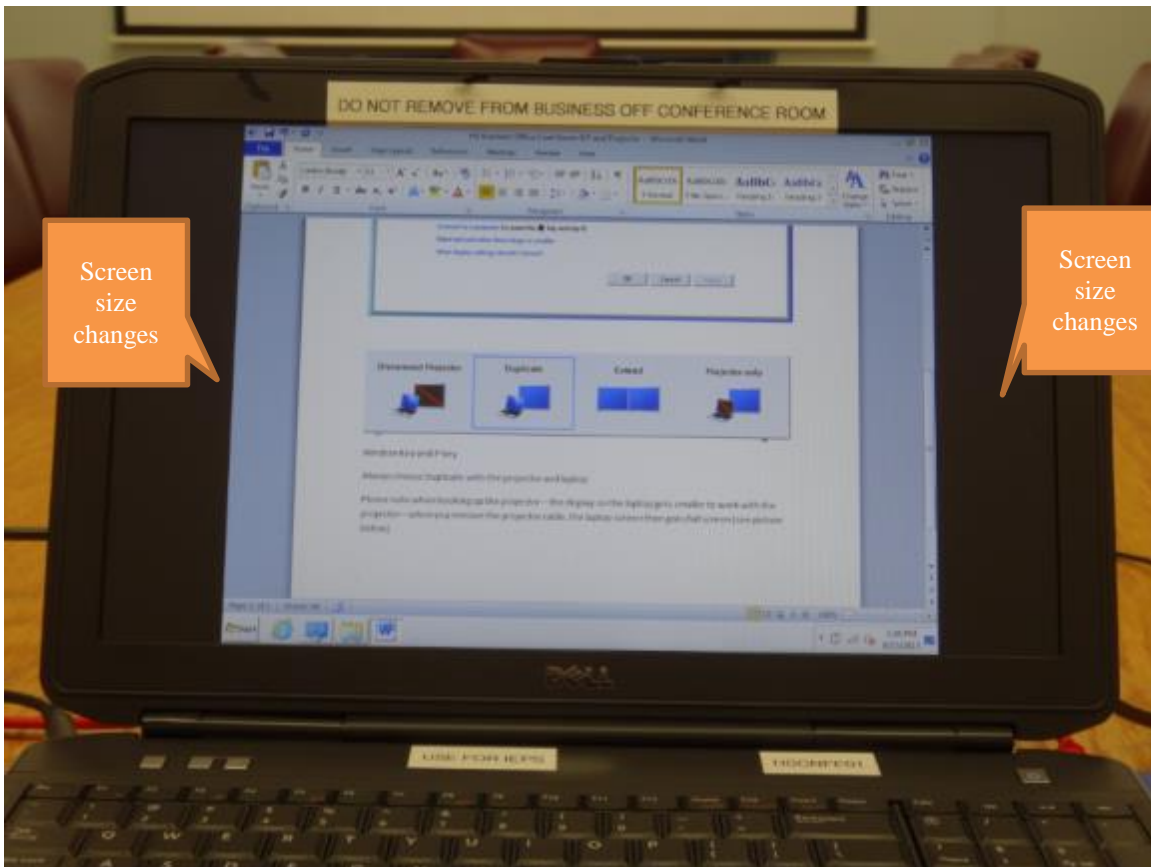


Press the Window Key and the P key at the same time

This brings up the Computer Projector options screen to the laptop



Make sure to click on Duplicate



Please note when using the computer projector and the laptop, the laptops screen changes size – this is normal.

Power Off

Turn off your laptop

Turn off the projector by pressing the power switch twice

