All microphones, pointers and advancers are located in a drawer in the lectern. Assisi, Bunn and Dove have interactive videoconferencing capability; Centennial Hall does not.

**Laptop**

*Connection problems*

We have another more complete handout on this, but this is essentially the issue:

If you are using **wireless**:
1. Switch on side of laptop to ON position
2. Login to laptop with your personal Saintsnet login. Make sure you select St. John’s in the “Log on to” box. There is a drop down arrow for selection.
3. If still problems, refer to the blue handout concerning wireless access, “web proxy”

If you are used **wired**:
1. Login to laptop with your personal Saintsnet login. Make sure you select St. John’s in the “Log on to” box. There is a drop down arrow for your selection.
2. If still problems, refer to the blue handout concerning wired access, “web proxy”

When to use the **Reference Reference** login:
1. This is used ONLY when you do not need to login to St. John’s network, such as when you are using a presentation on a USB or CD or if you are only going to use an external website. Also, this can be used by visitors who have no St. John’s login.
2. The advantage of using your personal login is that you have access to your personal files and any shared drives at St. John’s.

**Miscellaneous Laptop Tips**

1. To see your presentation on both laptop screen and projector screen, press FN + F8 until both in view. This applies to all the Library’s laptops. However, other laptops by use FN + another F? key (function key). Look for an illustration of a monitor on the laptop keys.

**Sound Issues**

**Laptop:** Make sure sound is set to your preference, either Mute or not. This is located in lower right corner of monitor screen next to the image of a clock. Double click (left click) on the speaker icon. From here you will see a screen that you can increase the volume or change check mark from “mute all” or turn off the mute all checkbox. Note: “WAVE” is the computer sound.

Volume controls for system located on the touch panel.
Extra batteries are located in the lectern drawer.

**Assisi, Bunn, Dove only:** Ceiling microphones are used only for videoconferencing and teleconferencing. Touch panels operate essentially the same. Assisi has no lectern microphone.

**Bunn, Dove only:** Lectern microphone ON/OFF is located at the base of the microphone.

**Bunn only:** Lavaliere 2 and Handheld 2 *cannot be used at the same time*. Lavaliere 1: make sure that it is set to ON and not MUTE. This switch is located on the microphone.

**Centennial Hall only:** Lectern microphone ON/OFF located on the touch panel only. This room has no video conferencing capability.

*Ceiling mounted projectors*

Do NOT turn projector on and off in rapid succession. After being turned OFF, the projector goes into a cooling mode and cannot be powered up again for 5 minutes.

*DVD/VHS*

**Bunn only:** In order to play a DVD, insert the DVD then select **VHS** from the touch panel. The DVD selection is disabled on the touch panel.

*Smart Boards*

**Located in Bunn and Dove only.** Instructions located in the Guidebook.

*Webinars*

Do NOT click on the internet link from your email or type it in! Always COPY PASTE into the address bar of Internet Explorer. ALSO, click on Internet Explorer icon that is on the computer’s desktop and NOT one that’s within your Saintsnet login.

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