

## Workstation/VP Procedures


### Setup

1. Press power button on the front of the computer\*\*. [Bottom right, next to speaker.]  
(You may need to attach computer to the projector.)
2. Turn on visual presenter (ELMO).  
Grey button top, right side.
3. Press green power button on the projector (NEC) for two seconds.  
Orange light will turn to green.
4. Open Internet Explorer or Netscape to check for access to wireless network.
5. Use visual presenter (ELMO) to toggle display between the computer and VP (Visual Presenter).
6. Turn on VCR and insert VHS tape.  
On projector (NEC), press 'Source' button to toggle between VCR and Computer & VP.

### Takedown

1. Any files that are left on the desktop will be deleted on reboot. If you wish to save the documents, save them to the drive labeled Extra.



2. Shut down computer. Blue Apple  menu > Shutdown.\*\*
  3. Press power button for two seconds on projector (NEC).  
'Please wait a moment' will appear at the bottom of the projected screen.  
ONLY after flashing green light turns orange, should you unplug the workstation.
  4. Turn off visual presenter (ELMO).  
Grey button top, right side.
  5. RAISE visual presenter arms, if lowered during class.  
It important to have the camera arm UP while moving workstation.  
Lift #4; Lift #3; Press #1; Lift #2
  6. Prepare cart for travel: VP arms up, lens cover on, power cord, etc.  
Return cart to Media Center desk.
- [After hours checkout and returns will have to make prior arrangements.]

\*\*VP Cart does not have a computer stationed on it.

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