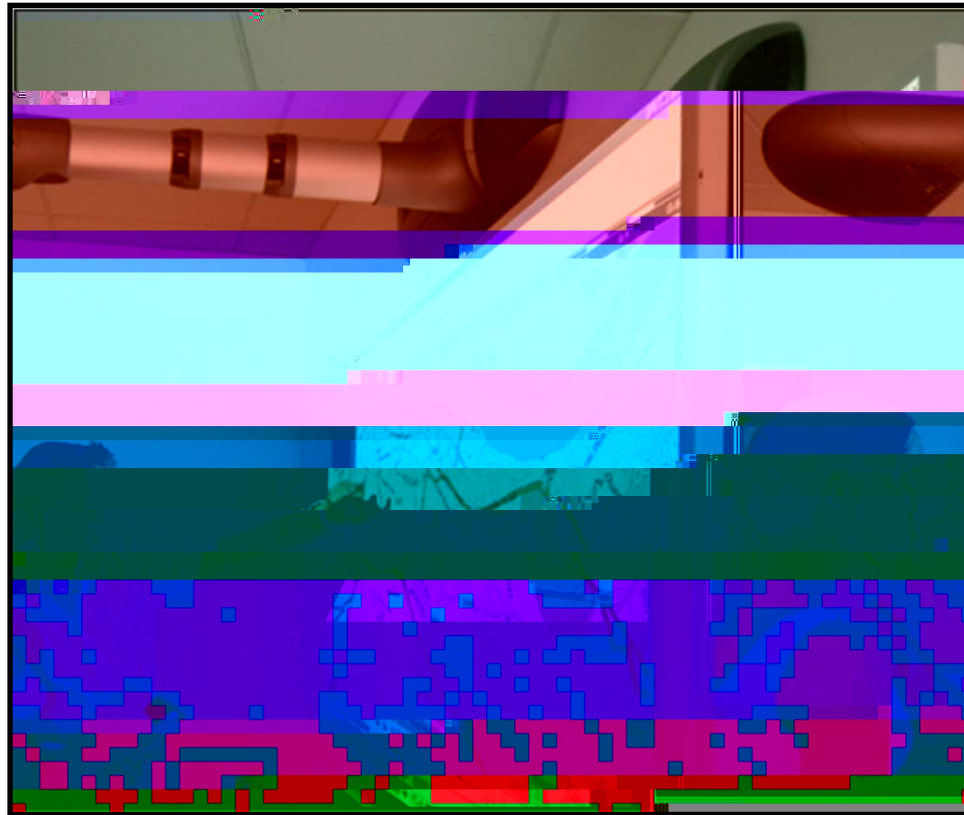


3M Projection System

Faculty Tutorial for Kingsborough Community College



Written by Tyrone Ross, OITS



3M Projection System

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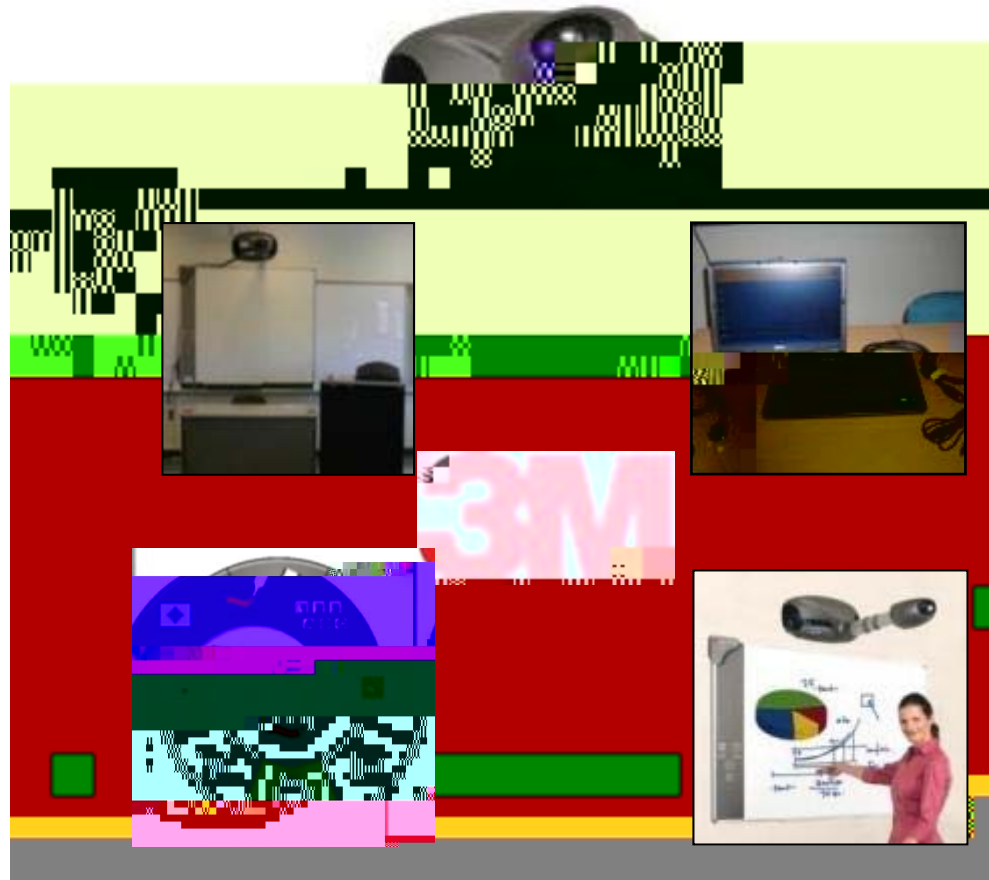
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Welcome



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About the 3M Projection Systems

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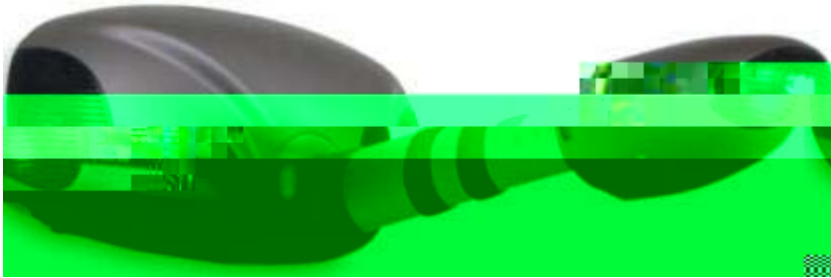


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3M Projection System

About the Projector & Display Board



Digital Media System 800

1. Projection Head
2. Projection Focus Ring
3. Lamp Change Cover
4. Aluminum Arm
5. Arm Adjust Ring
6. 5 Button Keypad
7. Two Speakers
8. Input & Output Interfaces



Digital Board (DB578)

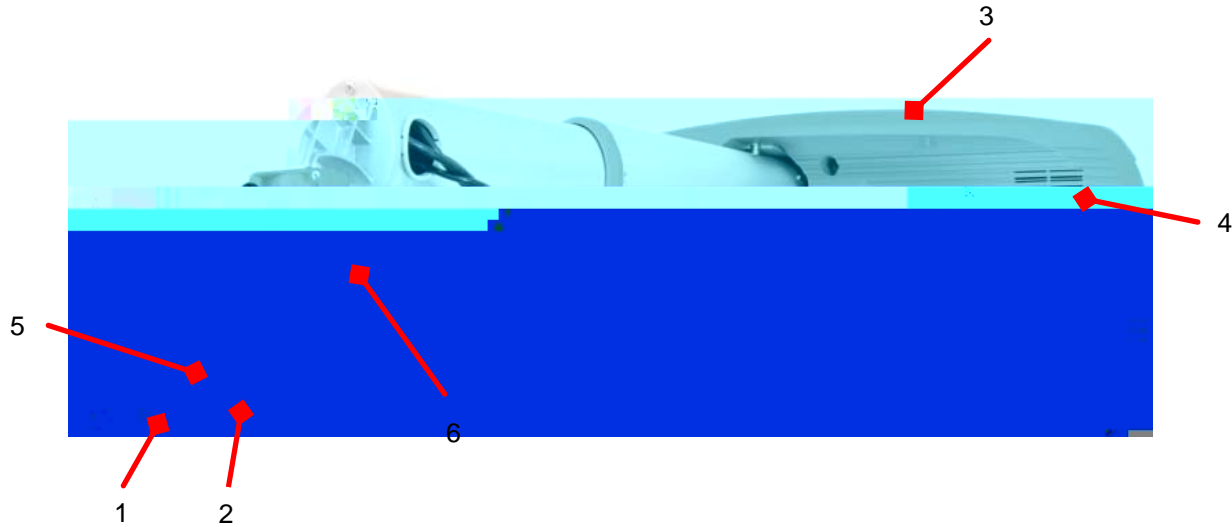
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3M Projection System

About the Projector & Display Board



Super Close Projection System 712

1. Projector
2. Projection Focus Ring
3. Projector Base
4. Speakers
5. Power Button
6. Two Speakers

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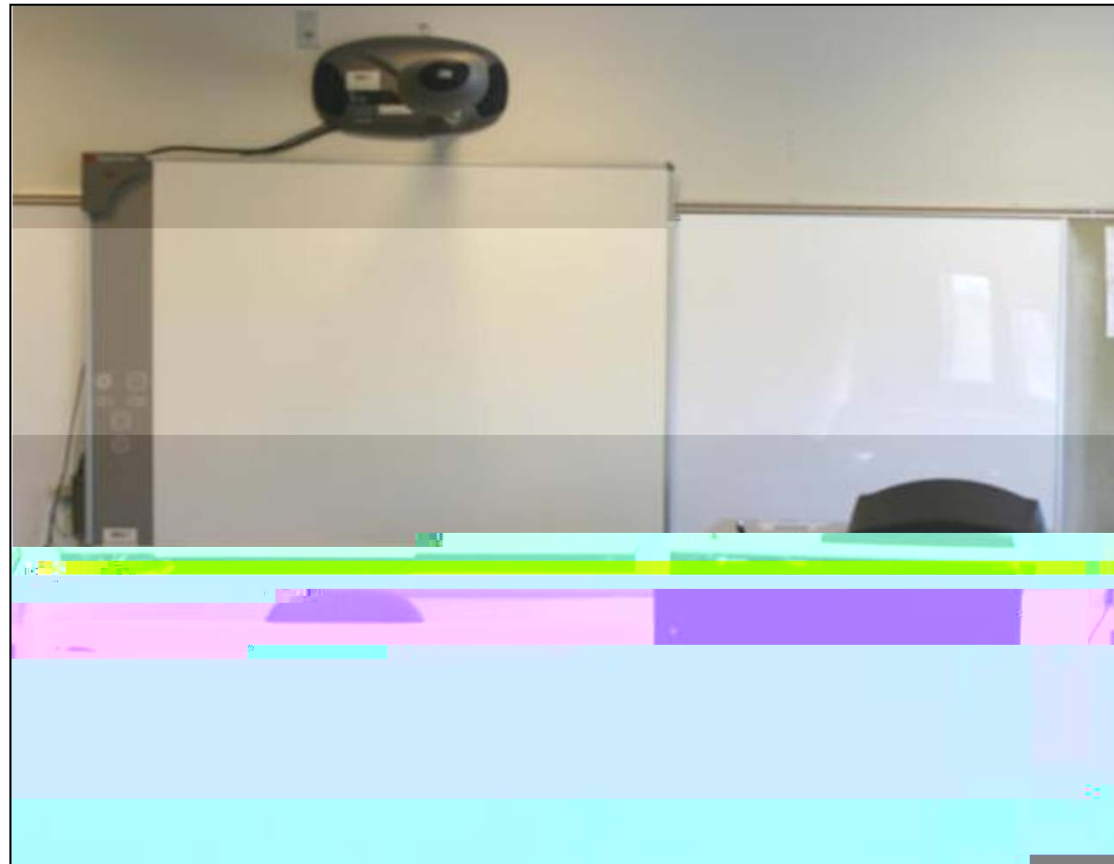


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Session I A – Podium Connection



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Session I A - PC/Podium Connection

- „ The podium setup is the most common and visible throughout campus. However, there are 5 desk podiums in T-2 building whose set is different from the other 75 classrooms throughout the campus where the 3M Projection Systems are connected to PC's in the instructor's desk/podium.
- „ In order to access the computer and to use the Projection System, all faculty utilizing these rooms will have access to the username and password to log into the desktop.
- „ Please follow the steps provided in this tutorial to make use of the podium systems installed.

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Session I A - PC/Podium Connection



- „ T-2 Desk Podium Setup:
 - To use the stations in T-2 (T-246, T-247, T-248, T-249 & T-250), first power on the desk by hitting the red power switch inside the computer cabinet.

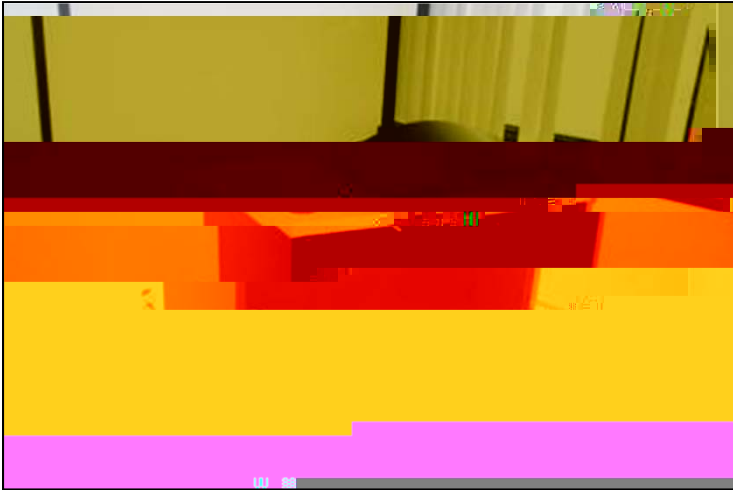
 - Next, turn on the **3M** Projector by pressing the power button on the projector or holding the power button down on the Cable Dock.

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Session I A - PC/Podium Connection



- „ Classroom Podium Setup:
 - Depress the power switch on the right hand side of the podium and the computer and monitor will start up.
 - Also, the projector will need to be activated by pressing and holding the power button on the cable dock until the projector lamp activates.
 - The cable dock is located on either the left, right or bottom of the digital board. Location will vary in classrooms.

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Session I A - PC/Podium Connection

- „ All classroom podium computers have been updated to Windows 7.
- „ Press CTRL + ALT + DEL to log onto the machine. Type the following as written here:
 - user name: *****
 - password: *****
- „ Do not change the Log on to KB; press enter and you will be taken to the Desktop.
- „ The PC has many programs loaded for your classroom experience. The PC is also connected to internet. You may access websites that comply with CUNY standards.



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„ There are two ways to power on the projector:

—

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„ For the SCP 712 Series,
just press the power

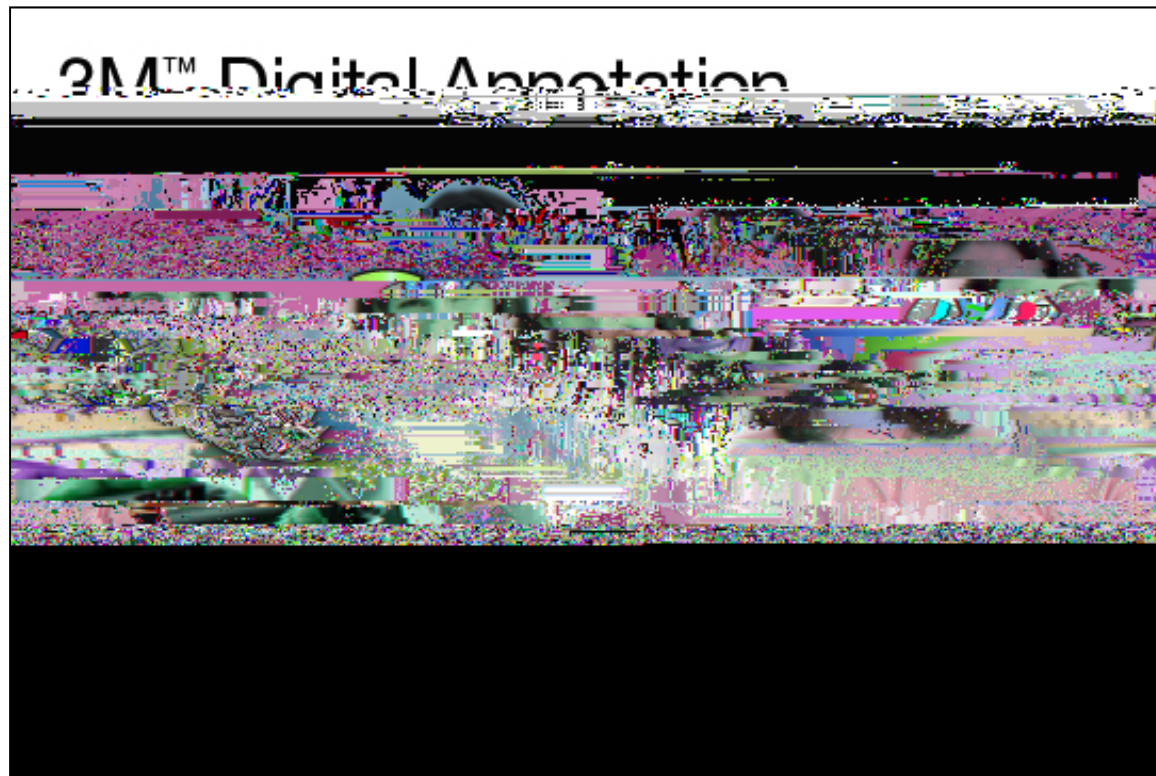
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Session II -

3M Digital Annotation Software



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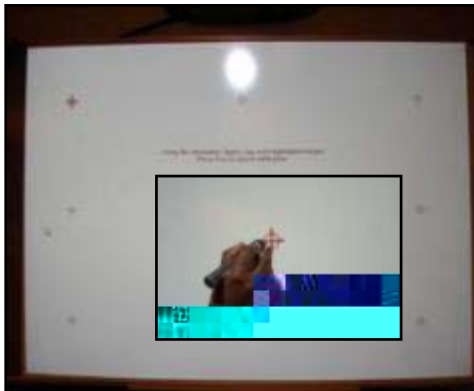
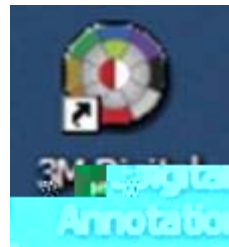
3M Projection System

Session II - 3M Digital Annotation Software



Step 1: Attach the silver USB cable to an USB port.

3M Digital Annotation icon



Step 2: Calibrate the 3M Digital Annotation Software

„ Step 1, Connect the silver USB cable from the Digital Board in any available USB port on the PC or laptop. After the computer confirms a new device attached, double-click the 3M Digital Annotation icon.

„ Step 2, Using the Stylus Pen, follow the on-screen instructions of calibration. Tap the pen on the red crosshairs.

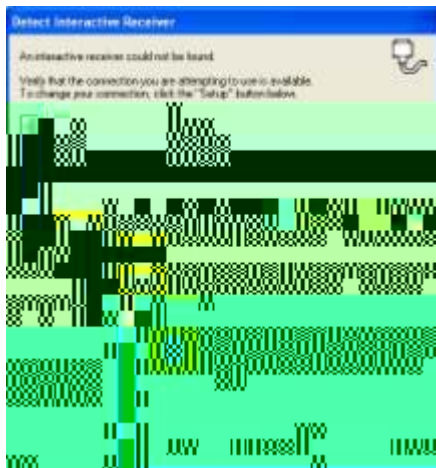
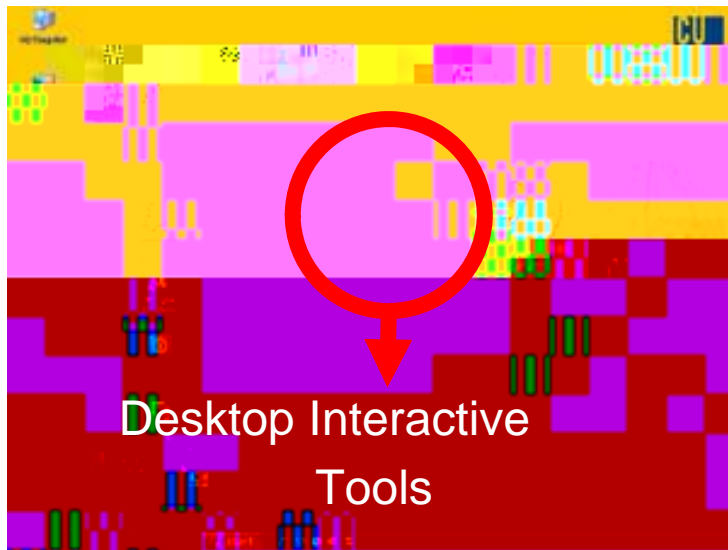
„ The program will acknowledge the configuration and you will return to the Desktop.

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Session II - 3M Digital Annotation Software



- „ Once this is complete, the calibration screen will disappear and the Desktop Interactive Tools palette will be available.
- „ The 3M Digital Annotation software will allow you to step up to the board and use the digital pen as a mouse. In this case, you will be able to open files, write notes and capture screen images.
- „ If you attempt to activate the software without plugging in the USB cable you will see the error message to your left and the Digital Stylus Pen will not work.
- „ In order to use the Pen, simply plug in the cable and press retry and you will go to the configure the device.

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Session II - 3M Digital Annotation Software

- „ Once you have utilized the Digital Annotation Software, you have a second program to import your screen captures and annotations into on file to send to multiple parties. This program is called the Scrapbook and this program is similar to PowerPoint.
- „ In this program, you can add slides, hand-written notes and include graphics (if you have downloaded the graphic library).

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„ Once you have completed
you presentation, you can

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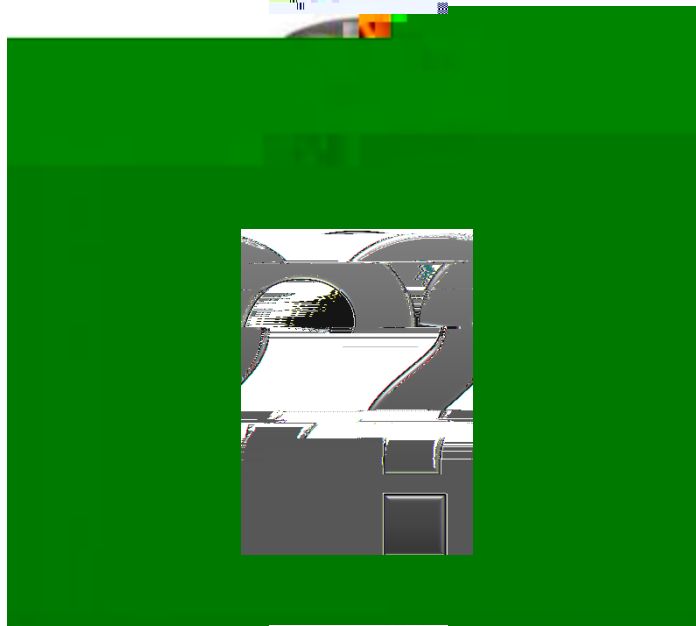
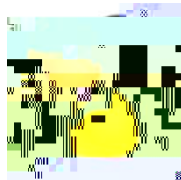
Session II - 3M Digital Annotation Software

- „ Several rooms are already connected to the Digital Board to make use of the Digital Annotation software and the Stylus Pen. If your room is not hooked into the display board via the USB cable, please call extension 5353 or dial 2 on the class room phone for an IT technician to install an USB extension cable.
- „ Please do not attempt to extend the display board cable to the podium. This will cause damage to the equipment as well as well as cause a tripping hazard.
- „ **It should be noted that in order to use the projector only, you do not need to activate the software.**
- „ If you require any assistance in using the computer, projection system, or connecting the system to use the Digital Board, please contact the Office of Information Technology Services at extension 5353.

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Technical Support & Contact Information



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3M Projection System

Technical Support & Contact Information

- „ To receive a current copy of this program, if it is not installed on a laptop or computer, you can do the following:
 - http://solutions.3m.com/wps/portal/3M/en_US/Meetings/Home/Solutions/Product_Catalog/DMS800Series/Software/
 - Contact the Office of Information Technology Services at extension 5353

- „ The software is free and does not require a connection to any **3M** Projection System to tour the program. You may use it on your own system.

- „ NOTE: At the time of this writing, the current version of the Digital Annotation Software is Version 1.3.1 and Version 2.1 for PC, Version 1.1 for MAC.

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3M Projection System

Technical Support & Contact Information

„ 3M Tech Support

- Monday – Friday, 9:00 AM – 5:00PM
- Call extension 5353 to open a Help Desk Ticket

„ 3M Tech Support, Weekends

- Saturday and Sunday, 8:00 AM – 4:30 PM
- Call extension 5343

„ Training on the use of 3M Projection Systems and software

- Call extension 5353 to open a Help Desk Ticket for training
- Leave your name, the department you teach for, room number and extension where someone can contact you to setup a training session

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3M Projection System

Technical Support & Contact Information

- „ The Office of Information Technology Services has also installed telephones in classrooms with projection systems. If you need help with the 3M Projections Systems, please follow the instructions below:
- Pick up the receiver and listen for the menu system before dialing a number. The menu will prompt you for a specific selection
 - z Press 1 for Security Office
 - z Press 2 for Help Desk
 - z Press 3 Building & Grounds
 - z Please listen to all prompts completely, otherwise calls will be forwarded to Security



3M Projection System

Technical Support & Contact Information

- „ To get cables for connecting your media device(s) to the **3M** Projection System, Expo products (i.e.: dry erase markers, cleaners and erasers) or the Digital Stylus Pen, please contact the following areas:
- **YOUR DEPARTMENT**
 - Office of Information Technology Services at extension 5353 in M-224
 - Media Center at extension 5044 in L-115

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3M Projection System

Technical Support & Contact Information

- „ If you have any technical problems with the projector system or have further questions about the 3M Projection Systems, hands-on training, please call the Office of Information Technology Services at extension 5353 or email at HelpDesk@kbcc.cuny.edu with 3M Projectors as the subject.

Thank you for your attention.

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