3M Projection System

Faculty Tutorial for
Kingsborough Community College

Written by Tyrone Ross, OITS

OFFICE OF INFORMATION TECHNOLOGY SERVICES

3M

KINGSBOROUGH IS CUNY

3M Projection System

Table of Contents

Written by Tyrone Ross, OITS

3M Projection System

Welcome

Written by Tyrone Ross, OITS

3M Projection System

Welcome

- Thank you for taking the time to review this tutorial and using the **3M** Projection System. As of this writing, there are over **70** systems in offices, classrooms, labs and lecture halls throughout campus with more on the way. Additionally, there are over **60** computers installed in desk/podiums with full capability. This means a professor only has to bring a compact disc/DVD, a USB flash drive or access an internet website to project the day's lesson.

- The **3M** Projection System provides the ease of use, high display capacity and convenience. Wherever these systems are installed, any staff or faculty member may use the system.

- For anyone who wishes to use the projection systems, please take a moment to review the following pages.

3M Projection System

Welcome

- When using the **3M** Projection Systems throughout Kingsborough Community College, always make sure you have the correct cables, working laptop/PC and passwords (where applicable) in order to connect and use the projector.

- This tutorial will demonstrate the following:
  — Activating Podium PC system
  — Plugging in the laptop
  — Turning on the projector
  — Connecting to the Digital Board
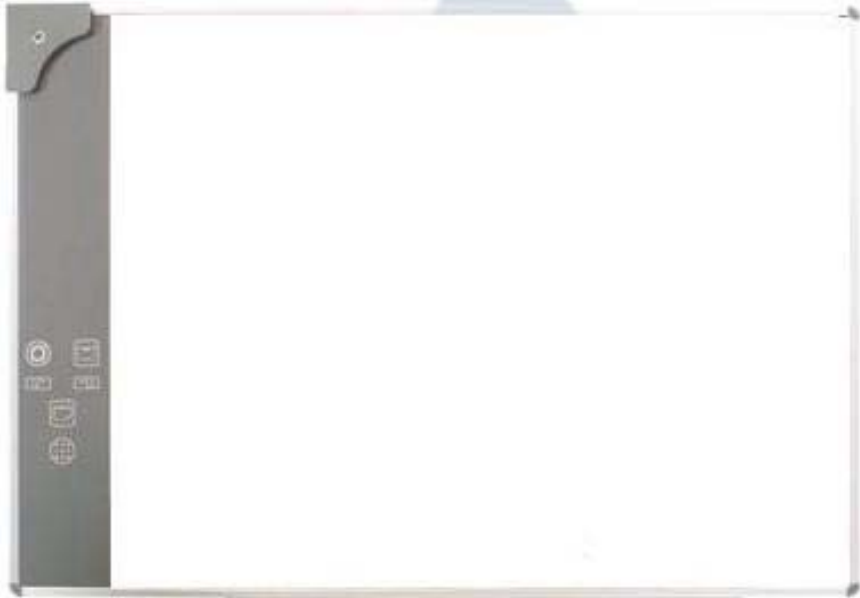 — Using the Digital Pen and the eBeam Software

3M Projection System

About the 3M Projection Systems

Digital Media System 800

Digital Board (DB578)

Wall Display 9200IW Plus

Written by Tyrone Ross, OITS

OFFICE OF
INFORMATION TECHNOLOGY SERVICES

3M

KINGSBOROUGH IS CUNY

3M Projection System

About the Projector & Display Board

- To have a better understanding of the **3M** Projection System at Kingsborough Community College, the following pages display basic operating information of the Projector and Display Board.
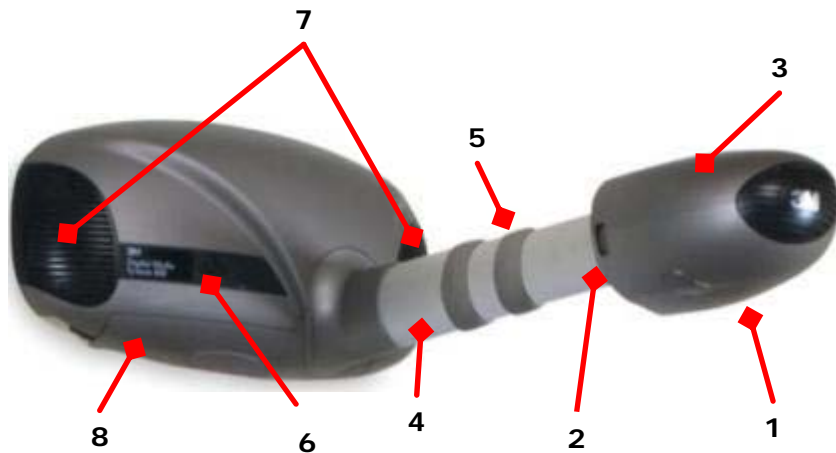
All information provided by **3M** and can be located on their website at
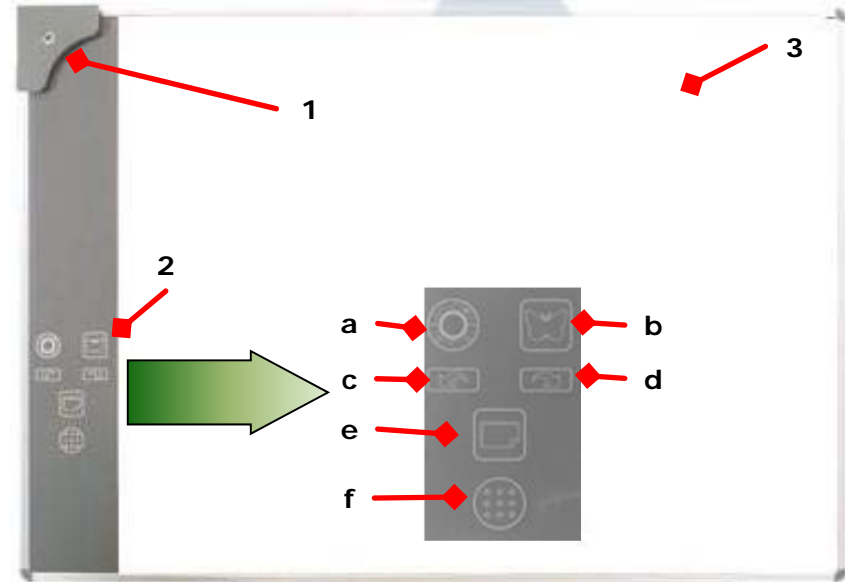www.3M.com/meetings.

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
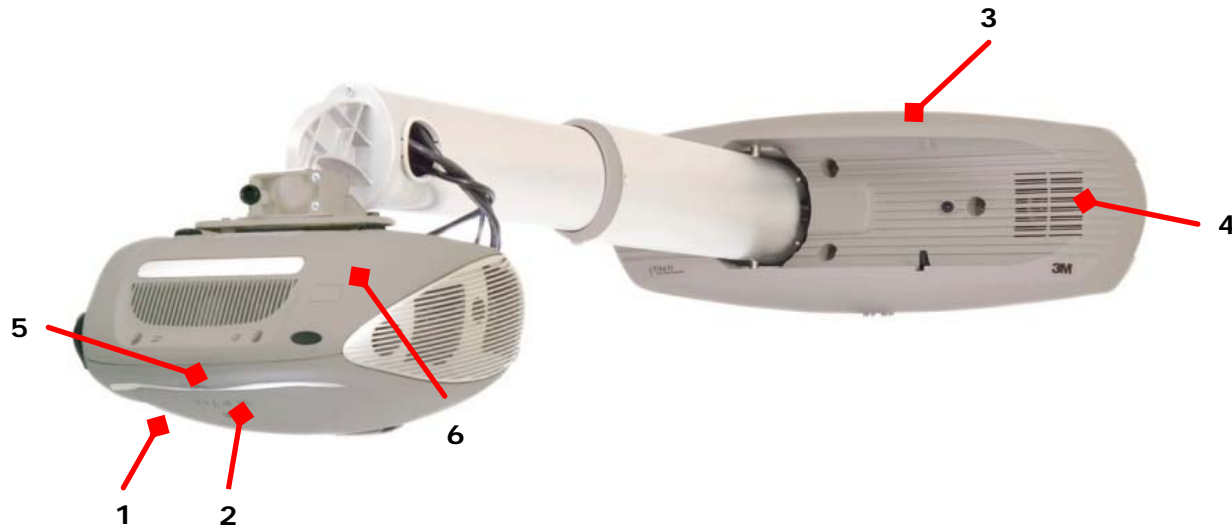7. Two Speakers
8. Input & Output Interfaces

Digital Board (DB578)

1. Digital Receiver (with USB cable, not shown)
2. Interactive Touch Area
   a. Interactive Tool Palette
   b. Image Gallery
   c. Previous Page
   d. Next Page
   e. New Page
   f. Calibrate
3. Dry Erase Board Surface/Projection Field

Written by Tyrone Ross, OITS

3M Projection System
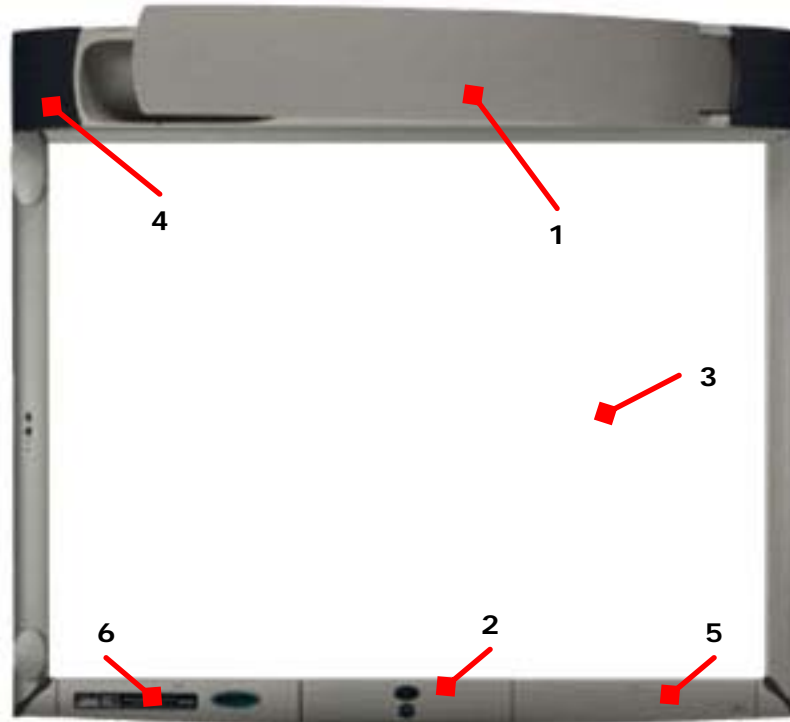
About the Projector & Display Board

Super Close Projection System 712

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

Written by Tyrone Ross, OITS

3M Projection System

About the Wall Display

Wall Display 9200IW Plus

1. Projection Arm
2. Power On/Off Button
3. White Board/Projection Area
4. Speakers
5. Cable Interface Area
6. Digital Stylus Pen Storage

Written by Tyrone Ross, OITS

3M Projection System

Session I A – Podium Connection

3M Projection System

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.

Written by Tyrone Ross, OITS

3M Projection System

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.

3M Projection System

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.

3M Projection System

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.

Written by Tyrone Ross, OITS

3M Projection System

Session I A - PC/Podium Connection

3M Digital Media
System 800 Projector

Cable
Interface

- There are two ways to power on the projector:
  - **The power button on the projector itself**
  - **Cable Interface power button**

- For easy access, please use the power button on the cable interface.

3M Super Close
Projector 712

Cable
Interface

Written by Tyrone Ross, OITS

3M Projection System

Session I A - PC/Podium Connection

Amber light indicates standby mode.

Press and hold Power Button on the Cable Dock

Projector lamp will display an image.

- To power up the projector, first check for an amber light on the projector indicating the projector is in standby mode.

- Then, press and hold the power button (for five seconds) until the light on the projector goes green and the system will startup.

- After a few seconds, the lamp will illuminate and show an image.

OFFICE OF **INFORMATION TECHNOLOGY** SERVICES

3M

KINGSBOROUGH IS CUNY

3M Projection System

Session I A - PC/Podium Connection

- For the SCP 712 Series, just press the power button as indicated in the image to activate the projector. There is no wait time so if you press the power on button, the projector activate almost immediately.

- To power off the projector, press the button twice. Once to confirm it and the second to power off the unit.

3M Projection System

Session II -
3M Digital Annotation Software

Written by Tyrone Ross, OITS

3M Projection System

Session II - 3M Digital Annotation Software

Digital Stylus Pen

- Once the computer is hooked into the projector, all controls are via the Laptop or PC. However, for additional functionality, you can utilize the Digital Stylus Pen in union with the projection system.

- **NOTE: The Digital Stylus Pen is not required to use the 3M Projection System. It is merely an additional feature.**

- If you wish to use the Digital Pen, follow the proceeding steps.

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.

3M Projection System

Session II - 3M Digital Annotation Software
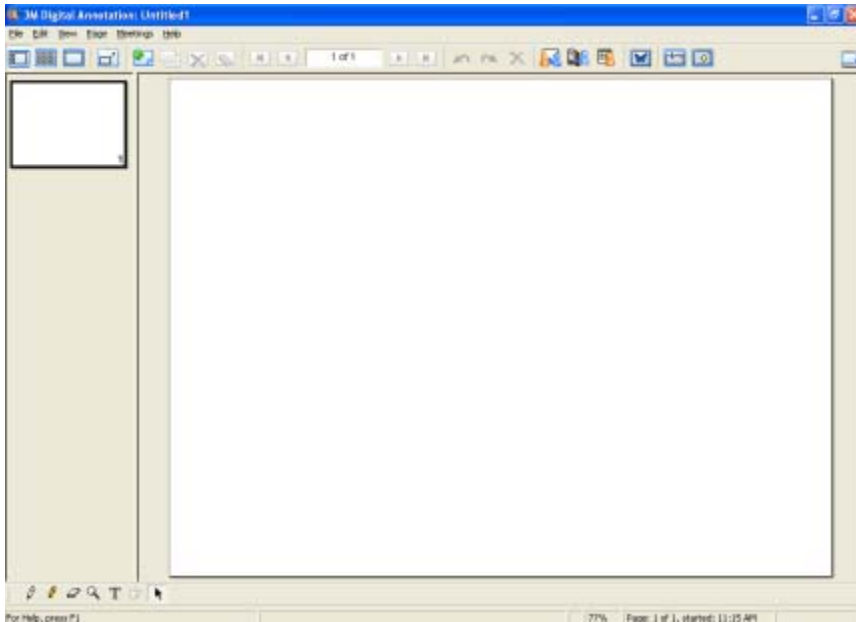

Desktop Interactive Tools

- 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.

Written by Tyrone Ross, OITS

3M Projection System

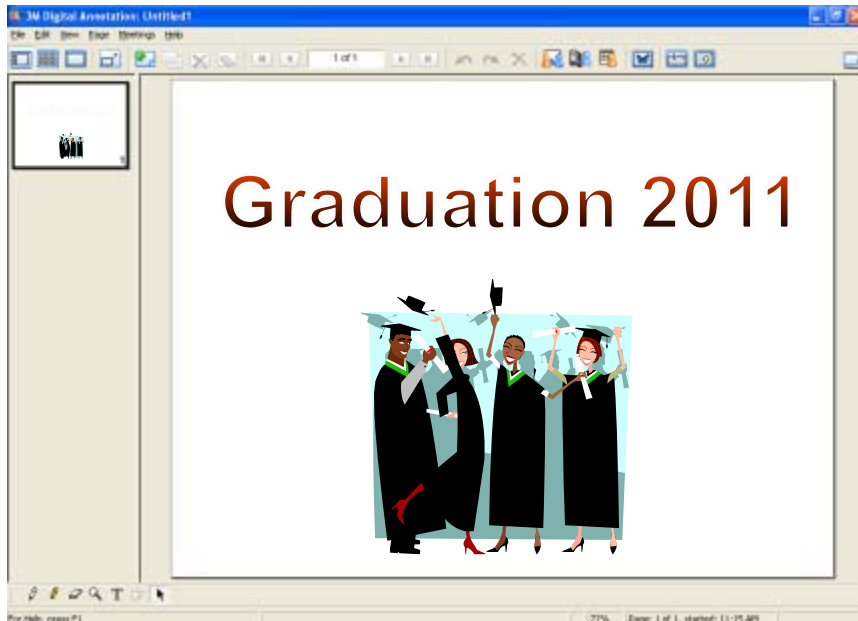- Once you have utilized the Digital Annotation Software, you have a second program to import your screen captures and annotations into on file to send to multiple parties. This program is called the Scrapbook and this program is similar to PowerPoint.

- In this program, you can add slides, hand-written notes and include graphics (if you have downloaded the graphic library).

Written by Tyrone Ross, OITS

3M Projection System

- Once you have completed you presentation, you can save in multiple formats, PDF is the preferred. Since this program is installed on the podium computers, you can create and email the presentation to your students with no problem.

- More details of how this is accomplished will be covered in detail in the next Faculty Tutorial Training.
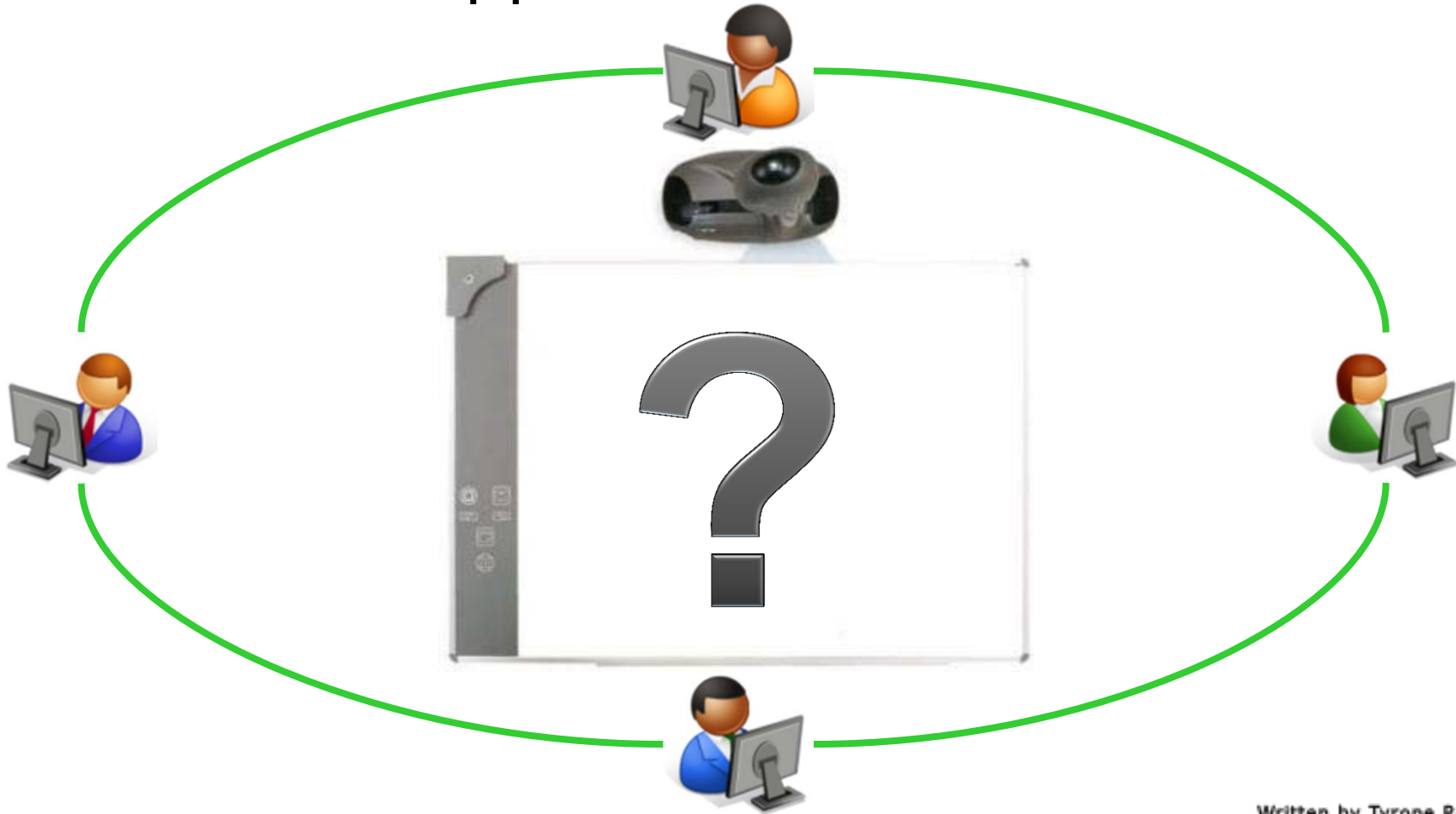
3M Projection System

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.

3M Projection System

Technical Support & Contact Information

Written by Tyrone Ross, OITS

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.*

OFFICE OF INFORMATION TECHNOLOGY SERVICES

3M

KINGSBOROUGH IS CUNY

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**

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
    - Press 1 for Security Office
    - Press 2 for Help Desk
    - Press 3 Building & Grounds
    - Please listen to all prompts completely, otherwise calls will be forwarded to Security

Written by Tyrone Ross, OITS

OFFICE OF INFORMATION TECHNOLOGY SERVICES

3M

KINGSBOROUGH IS CUNY

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

Written by Tyrone Ross, OITS

OFFICE OF INFORMATION TECHNOLOGY SERVICES

3M

KINGSBOROUGH IS CUNY

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.

OFFICE OF INFORMATION TECHNOLOGY SERVICES

3M

KINGSBOROUGH IS CUNY