

Lab Manual

Technical Support Contact

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Table of contents

A1 - Lab rules and procedures

B1 - Projector Instructions

C1 - How to play a DVD

D1 - How to broadcast instructor's screen

E1 - How to lockout students screen and Internet

F1 - How to print

F1A - Print from non-Adobe applications

F1B - Print from Adobe applications

G1 - Cancelling print jobs at the printer

A1 - Lab rules and procedures

1. No food or drink allowed in the lab
2. Open lab is for Coms/Jour students only
3. Printing is for students currently enrolled in a class that meets in this lab and the instructor has deemed printer access necessary for class work
4. Please keep the lab clean
5. All windows should be closed before lab attendant or instructor leave
6. Instructors and lab attendants should close and lock lab when they leave if another lab attendant or instructor is not present
7. Please have students "log off" computers when they are finished
8. All chairs should be returned to proper position
9. Files should be saved to a jump drive or some other portable media. We cannot guarantee the safety of any file saved to a lab computer
10. Paper jams, toner replacement and any malfunctioning equipment should be reported to the Department's technology support staff

B1 - Projector Instructions

To project the instructor's computer screen

1. Press the power button on the EPSON projector remote (**POINT THE REMOTE AT THE FRONT OF THE PROJECTOR**)
2. Wait for the projector to warm up
3. Press the Source button number 4 (Comp 1) on the EPSON projector remote to select the computer input



Projector Remote

If computer screen is not displaying on the projector screen as expected, hold down the "Windows" key plus "P" on the keyboard. On the screen selection window, select "Duplicate"



Windows Key

To Project using the ELMO Visual Presenter (Not available in RH205)

1. Turn on the ELMO Visual Presenter
2. Press the power button on the EPSON projector remote (point the remote at the projector)
3. Wait for the projector to warm up
4. Press the Source button number 2 (Video) on the EPSON projector remote to select the ELMO input



Projector Remote

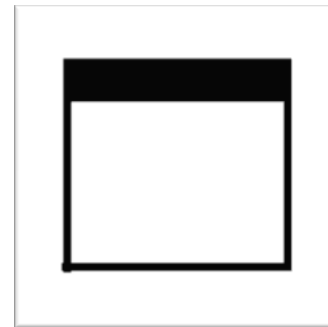
C1 - How to Play a DVD

1. Press the power button on the EPSON projector remote (point the remote at the projector)
2. Wait for the projector to warm up
3. Press the Source button number 4 (Comp 1) on the EPSON projector remote to select the computer input
4. Insert DVD into the computer's DVD drive
5. Click on the "Start" button in the lower left corner. Select and click "Corel WinDVD SD".
6. Press the play button or space bar to start and stop DVD
7. Click the full screen icon in the upper right corner to fill the entire screen. Navigation buttons will disappear after 5 seconds of no mouse movements
8. Press the "Esc" key to exit full screen mode.

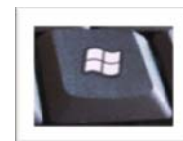
If DVD is not displaying on the projector screen as expected, hold down the "Windows" key plus "P" on the keyboard. On the screen selection window, select "Duplicate"



Corel WinDVD SD Software



Full Screen Icon



Windows Key

D1 - How to broadcast instructor's screen

1. You must enter the LanSchool Teacher Password after logging in. See image A.
If user is already logged or you forgot to enter password at login, click on the "Start" button and select and click on the "Teacher Application". Enter Password

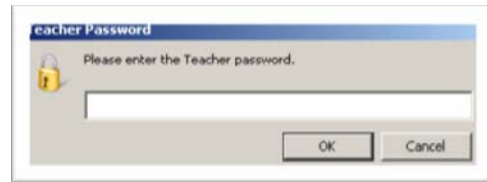


Image A

2. After entering password, click on the tray arrows in the lower right corner and click on the LanSchool icon See image B
If LanSchool icon is not in the tray, click on the "Start" button and select and click "Teacher Application" Enter Password

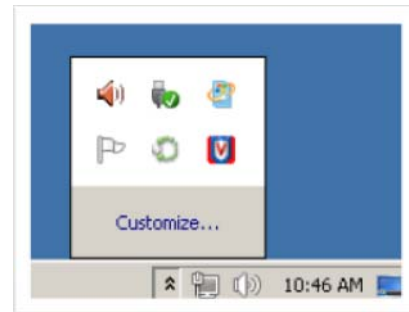


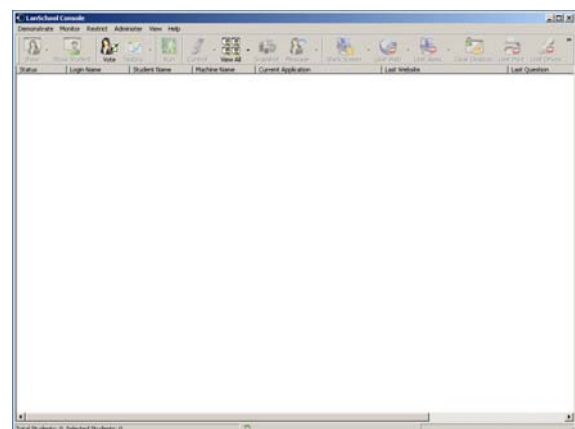
Image B

3. The LanSchool Console will appear displaying all the student computers available. Click on the "Show" icon to broadcast the instructor's screen.



LanSchool Icon

NOTE: *If the LanSchool Console displays the computer screen icons with a gold lock over them, you need to quit and restart the LanSchool Teacher Software by clicking on the "Administer" menu item and selecting "Exit Teacher Console". Then restart the software by clicking on LanSchool icon in the taskbar or start menu.*



LanSchool Teacher Console

Please contact the Department Technical Support Staff for the LanSchool Teacher Password.

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E1 - How to lockout students' screen and Internet

1. You must enter the LanSchool Teacher Password after logging in. See image A. *If user is already logged or you forgot to enter password at login, click on the "Start" button and select and click on the "Teacher Application". Enter Password*
2. After entering password, click on the tray arrows in the lower right corner and click on the LanSchool icon See image B *If LanSchool icon is not in the tray, click on the "Start" button and select and click "Teacher Application" Enter Password*

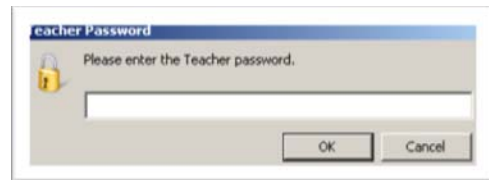


Image A

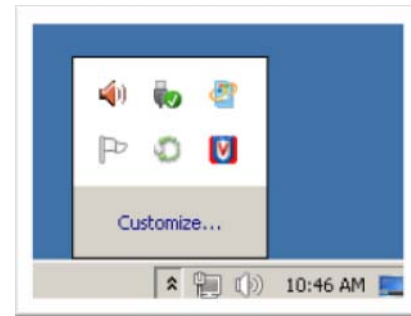


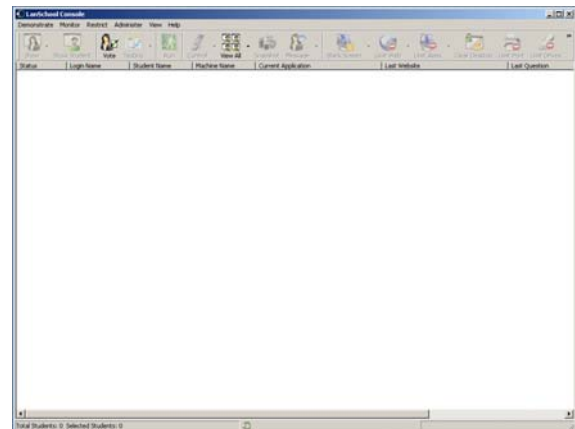
Image B

3. The LanSchool Console will appear displaying all the student computers available. Click on the "Blank Screen" icon to blank the students' screens.
4. Click on the "Limit Web" icon to block internet usage from the students' computers.



LanSchool Icon

NOTE : *If the LanSchool Console displays the computer screen icons with a gold lock over them, you need to quit and restart the LanSchool Teacher Software by clicking on the "Administer" menu item and selecting "Exit Teacher Console". Then restart the software by clicking on LanSchool icon in the taskbar or start menu. Then enter the correct password.*



LanSchool Console

Please contact the Department Technical Support Staff for the LanSchool Teacher Password.

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F1 - How to print

NOTE: Not all computer users have access to the printers. Only students enrolled in classes that meet in this lab and the instructor has deemed printer access necessary for class work will have access to printing.

Please make sure the print server is running. The print server is labeled “Print-Server”. In DuSable 218 this computer located next to the printers. In RH205 it is located underneath the HP LaserJet 4250 printer. If server is not running press the power button. The printers will be ready when the Print-Server displays the login screen.

F1A - To Print from Microsoft Word, Excel, PowerPoint and all other non Adobe applications

1. Click on the applications menu “file” and select “print” or press Ctrl + P

***NOTE** clicking on the applications print icon in the toolbar will send the document to the default printer. This may not always be the correct printer.*

2. In the applications print dialog box make sure you select the correct printer.

In RH205 select “\\print-server205\HP4250 PCL6”

In DU218 select “print-server218\HP2300 PCL6” See image A

3. Click the “OK” button

NOTE: Printers might not be available immediately after a computer is brought out of sleep mode. Please allow the computer to re-establish a connection to the printer before printing.

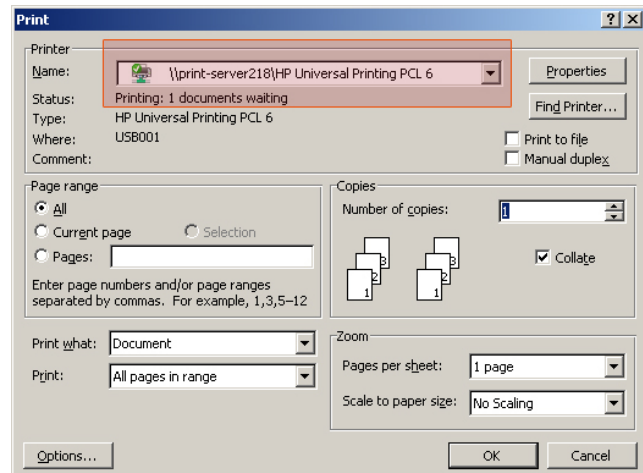


Image A – Word Print Dialog Box

F1B - To print from Adobe applications (Photoshop, InDesign, etc)

1. Click on the applications menu “file” and select “print” or press Ctrl + P
2. In the application printer dialog box make sure you select
\\print-server205\HP5550 Postscript printer in Reavis 205.
\\print-server218\HP5550 Postscript printer in DuSable 218.

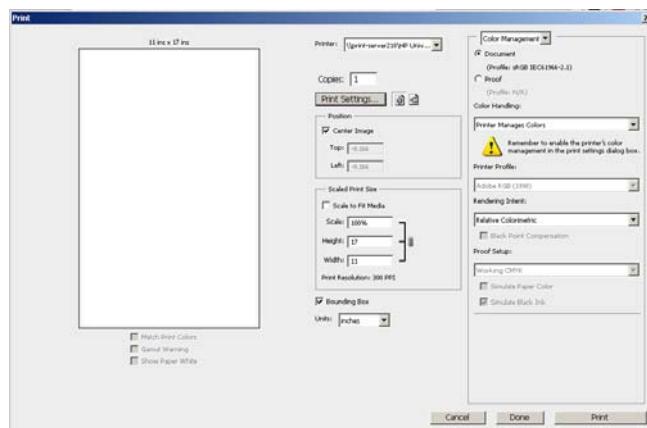


Image A – Photoshop Print Dialog Box

- See Image A.
3. Click “printer settings” and make sure to select the proper paper size and click “OK”.
 - See Image B
 4. Now Click the “Print” button

NOTE: The HP LaserJet 5550dtn has the following paper sizes

8.5” x 11” in tray 2

11” x 17” in tray 3

Documents should be setup to use the above paper sizes. Any other document sizes will not print and will cause the printer to stop. Jobs that lock up the printer will need to be cancelled. Please see cancelling a print job page G1.

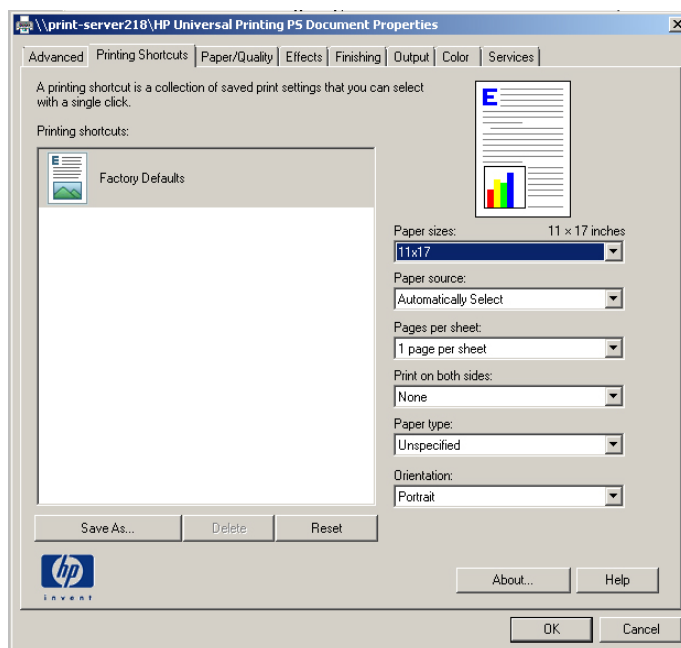


Image B – Print Setting Dialog box

Printers might not be available immediately after a computer is brought out of sleep mode. Please allow the computer to re-establish a connection to the printer before printing.

Not all computer users have access to the printers. Only students enrolled in classes that meet in this lab and the instructor has deemed printer access necessary for class work will have access to printing.

Please make sure the print server is running. This is the computer located next to the printers in Telematics labeled "Print-Server" If server is not running press the power button. The printers will be ready when the Print-Server displays the login screen

G1 – Cancelling print jobs at the printer

1. Using the HP 5550dtn printer control panel located on the printer. Press STOP on the printer control panel to pause the job that is currently printing. The control panel menu provides the option to resume printing or to cancel the current job.
2. Press MENU to exit the menu and resume printing, or highlight CANCEL JOB, and press to cancel the job.
3. Pressing STOP does not effect subsequent print jobs that are stored in the printer buffer