Using Laptops and LCD Projectors

Laptops
Each laptop is loaded with Windows 7, McAfee Virus Protection, Adobe Reader, and Microsoft Office 2010 Suite, including PowerPoint. Each is equipped with a CD burner, DVD ROM drive and several USB ports. Laptops are configured for wireless internet access. Specifications: HP ProBook 4530s, Intel Cor i3 processor, 2 GB RAM, 320GB hard drive.

Connecting the Projector
- Connect the large black VGA cord attached at the wall outlet to the port on the back of the laptop.
- Turn on the projector using the remote control that is located in the lectern, cupboard, or other classroom storage space. Point the remote directly at the projector while pressing ON button.
- Turn on the power to the laptop. It is best to have the laptop plugged into an electrical source rather than to work off the battery.
- You may need to press ENTER on the remote of the projector to get the computer image to display on the screen.
- You may be prompted to select whether you want the image to display just on the laptop screen, just on the wall screen, or on both. If both screens do not display the Windows desktop, toggle through screen setting by holding the Function Fn button and pressing F8. Give it a second or two between changing the settings as there is a slight delay. This toggles the image to display on the wall only, on the laptop screen only, or on the laptop screen and the wall. Continue to push Function F8 until you achieve the combination you desire. (If you are using your own laptop, it may be F5 or F7. Look for the key that has the monitor icon or the CRT/LCD label.)
- If you lose the image on the wall screen, the problem may be resolved by changing the screen resolution on the laptop.
  - Right click anywhere on the screen
  - Select Properties or Personalize
  - Select the Settings tab or Display Settings
  - Slide the resolution left to 1024 x 768 pixels

Using the Laptop
- Login: User ID Instructor User ID Staff
  - Password UMHelena Password UMHelena

Accessing a Wireless Connection
- Click on the Internet Explorer icon. This should launch a web browser and connect to the Internet.
- If you do not connect to the Internet, use the following instructions. Also, use the following instructions to send a job to the printer via a wireless connection.
UMH-GUEST WIRELESS ACCESS INSTRUCTIONS
Unauthorized use is a violation of 45-6-311, MCA and Montana University System policies. By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. Log off immediately if you do not agree to the conditions stated in this warning.

1. Left-Mouse click on the wireless network icon in the system tray.
2. Select the UMH-Guest wireless network from the list of available networks.
3. When the box appears asking for a security key, enter **umhguest** – ALL lower case and NO spaces.

If you are not using Windows to manage your Wi-Fi, you may have to specify settings. The following will have to be set manually.
- **Network Encryption type** **WPA2-Personal**

If you need further assistance please bring your computer to the IT office, room 115 in the Donaldson campus.

UMH-GUEST WIRELESS PRINT INSTRUCTIONS
- Logon to http://UMH-Print:9191/user
- Select “web Print”
- Click on “Submit a Job”
- Select a printer (currently there are only 2 printers that can be selected – make sure you select the correct one). One printer is located in the Donaldson campus Access Center (room 139), and the other is located in the Donaldson campus Library (room 140).
- Press the “print options” button.
- Enter the number of copies to print.
- Select the file you wish to print (use the “Browse” button).
- At this point, only PDF, Word, Excel, or PowerPoint files can be selected.
- Click on “Upload” and Complete.