3M Projection System

Faculty Tutorial for Kingsborough Community College
3M Projection System

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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.
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
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About the 3M Projection Systems

Digital Media System 800

Digital Board (DB578)

Wall Display 9200IW Plus
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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.
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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

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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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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
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Session I A – 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.
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.
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.
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.
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.
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Session II - 3M Digital Annotation Software

3M™ Digital Annotation

3M Digital Annotation for Windows
2000, XP, 2003, Vista
Version 1.3.1 Build 2.22

eBeam enabled™

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 Portions of Scrapbook Gallery © 2005 Mythic Wave Productions, Inc.

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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.
Section II - 3M Digital Annotation Software

- Step 1: Attach 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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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.
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).
Once you have completed your 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.
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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 classroom 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 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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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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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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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
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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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.