

LIBRARY SEMINAR ROOMS (ROOMS A, B, D) Procedures for Laptop and SmartBoard

1. Open the laptop using the latch on the front right side.



2. Power on the laptop using the silver button found just above the F9 key on the keyboard (see *image below*).



3. Turn on the SmartBoard by pressing the **green Power button** (upper left) on the NEC remote.
4. When you see the laptop displayed on the SmartBoard, hold down the **FN** key on the laptop (lower left corner of the keyboard) and press the **F7** key once. You will see the laptop image displayed on both the board and the laptop.
5. Log into the laptop with the user name **student** and password **sjc**.

6. Volume can be adjusted using the silver up/down buttons found in the upper left corner of the laptop keyboard (see *image in step 2 above*).

7. USB Flash Drives can be inserted into the USB port on the left side of the laptop (see *image to the right*).



8. CDs/DVDs can be inserted into the drive on the right side of the laptop. Press the eject button once to open the drive (see *image to the right*).



9. When finished, shutdown the laptop. Click the Start button in the lower left corner of the Windows desktop, choose Shutdown and then click the OK button.

10. Close the cover when the laptop powers off. Put the SmartBoard in Standby mode by pressing the **red Standby button** (upper right) on the NEC remote.