



Important: You must have a user name and password to login and use the computer. Faculty, staff, and students may use their PVT account to login.

Please note that although the following information may be model specific, the basic principles may be applied to different computers. Make and style of computer may differ from room to room.

	<p>The multimedia station's computer operates on the Microsoft Windows platform. Equipped with Microsoft Office products, this computer is capable of displaying PowerPoint presentations, Word documents, and Excel spreadsheets. Additionally, audio CD's and video clips can be played using the Windows Media Player. Internet access is available to Columbia State Faculty, Staff, and Students.</p> <p>Note: Installation of software on this computer is prohibited. The security level on the computer will prevent the installation of any software. If you have a special software requirement for your presentation, please contact the Coordinator, Instructional Technology Support Services prior to the date of the presentation.</p>
 <p>Looking for the USB port? On top of the station is a "hideaway" with external USB ports.</p>	<p>After locating the multimedia station's master power switch and turning it "on", use the computer's power button to "start" the computer. Tip: Turn the computer monitor on before starting the computer.</p> <p>The computer pictured on the left has a CD/DVD drive.</p> <p>To project the computer on the screen, turn on the projector and select "PC" using the LCD Projector Switcher.</p> <p>If you have audio associated with your presentation, use the volume knob on the LCD projector switcher to adjust the volume.</p>