1. Turn on PC. The IBID (Webster Board software) automatically loads.

The Novell Login screen will appear on the Webster Board and the Computer.

** If you intend to print while working at the board, login as you would at your desk. When the Windows login dialog box appears, just hit OK .. there is no password. If it prompts again for a password, type faculty.

* If you are NOT going to be printing, you can click Workstation ONLY on the Novell Client for Windows DIALOG BOX. Username changes to Faculty and there is no password. Click OK

**PROJECTOR MODE**

**Run PowerPoint - Reference Internet - Display Spreadsheet**

Touch board to move around computer screen

1. Turn on **EXTRON system** (blue switch) inside the left cabinet.
2. Select **PC button** on Extron system.
3. Turn on the **Overhead Projector** with the SONY remote.
4. **PC is already on.** IBID software is loaded.
5. Select **Projection** on the Webster Board (front of the room) located on the left side of the board.
6. Use your finger or the stylus to launch applications. OR from the PC, open all applications you wish to use while at the board and minimize them so they appear on the windows taskbar.

**ANNOTATE (John Madden action)**

1. From the Webster Board, Select Tools/Annotate
2. Select SCREEN .. on the right side of the Webster the annotation tools appear. Tap the top tool and it will expand. Select your pen color and width.
3. With your finger or the black plastic pointer anything on the board.
4. Stop annotation with ESC or Snapshot/Erase.

**PRINT** Printing your annotations created in an application other than IBID:

1. Select **SNAPSHOT** on the side panel of the Webster Board.
2. Click on Windows Taskbar to show IBID application. The snapshot screen appears on the left. Select the image you want to print so it appears in the Current Board window (right window). It is now available to be printed from the IBID menu with the annotations.
Using the PC/Projector for PowerPoint ONLY

1. Drop the screen (beige button by light switch on east side of room). (If you project from the Webster board, the surface reflects an annoying glare for 50% of your audience.)
2. Turn on the REMOTE MOUSE handheld device. Switch is on the backside.
3. Turn on PC. At the Novell LOGIN, check the box "Workstation Only" and click OK.
4. IBID software automatically loads. Right click on the IBID button on the taskbar. Select EXIT. (You will not be using the Webster Board software.)
5. Turn on the EXTRON system (blue switch) inside the cabinet.
6. Select PC button on Extron system.
7. Turn on the Ceiling Overhead Projector with the SONY remote.
8. Your PC screen will appear on the projection screen.
9. You are now ready to run PowerPoint.

NOTE: If you have your PowerPoint document on a diskette, it is highly recommended that you copy it to the PC desktop for optimum performance.

Using the VCR / Projector ONLY

1. Drop the screen (beige button by light switch on east side of room). If you project from the Webster board, the surface reflects an annoying glare for 50% of your audience.
2. Turn on the EXTRON system (blue switch) inside the cabinet.
3. Select VCR button on Extron system.
4. Turn on the Overhead Projector with the SONY remote.
5. On the EXTRON System, turn the VOLUME knob to the right to turn up volume.
6. Insert VHS tape in VCR. PLAY engages immediately. Use Panasonic REMOTE to stop, play, or pause your tape. Aim remote at the VCR in the cabinet (not the screen).
7. Adjust your volume from the EXTRON system Volume knob.

Using Webster Board as a WHITE BOARD Capture/Print Data Created.

*If projection and projector are on, turn them off.

1. Turn on PC.
2. IBID software automatically loads.
3. Write on the Webster Board with dry markers provided.
4. Select SNAPSHOT when board is full of text
5. Erase All (left side of panel) will SNAPSHOT and give you a blank PC screen.
6. Clean the entire Webster Board with Regular Eraser
7. Begin writing. Repeat for all screens you want to capture.
8. From PC and IBID software, print all the snapshots.
CRITICAL - SHUT DOWN INSTRUCTIONS

1. Remove CD ROM Disk/ Floppy Disk/ VHS tape, etc.
2. Properly shut down the PC from Windows.
3. **Turn off the LCD Projector** ... press **GREEN** twice.
4. **Turn off the REMOTE MOUSE** handheld device (on backside).
5. Put all **4 remotes** in Cabinet.
6. **Turn off Power Switch** (BLUE switch on Extron Panel- upper right corner)
7. Raise the projection screen.
8. Turn off the lights.