

WPL Instructor Station Operation Guide



This operation guide explains the basic features of the Instructor Station in the Writing and Publishing Lab (WPL), located on the 3rd floor of 180 Tremont Street in room 312.

The Projector and Screen

The projection screen is located above the whiteboard in this classroom. To lower the screen, use the touchscreen controls on the panel at the instructor station. Touch the screen twice to turn on the audiovisual system and select any source to activate the projector and screen. For more details, please refer to the A/V system demo on our instructor resources web page.



The Instructor Station and A/V Rack

The Dual Platform Computer Station

The instructor's computer station features both a Macintosh and a Windows workstation. These computers are identical to the student workstations. Instructors can switch displays between the Mac and the PC by pushing the Keyboard Video Mouse (KVM) Switch, pictured at the right:

Simply push the button labeled **MAC** to view the Macintosh workstation, or **WIN** to view the Windows workstation.



The Keyboard Video Mouse Switch



The WPL Laser Printers

Printing

The Writing and Publishing Lab is equipped with a black and white laser printer, as well as a specialized color laser printer capable of printing tabloid-sized pages. Due to increased operating costs for the color laser printer, WPL print prices differ from other labs. The printing prices are as follows:

Black and White Laser: \$.07/page

Color Laser: \$.75/page for letter-sized prints, \$1.50/page for tabloid-sized prints.

Further Concerns and Questions

If you have any further concerns or questions about operating the equipment in the WPL classroom, please contact the IT Help Desk at ext. 8080. Help Desk technicians are available during all hours of operation to assist you with all of your computing needs. For on-site assistance, please visit the Lab Assistant stationed in the small room outside of the WPL.

Also note that all of our software and hardware support documentation, along with tutorials, workshop dates, and frequently asked questions can be accessed anytime via the web at <http://www.emerson.edu/labs>

For additional information, please contact the IT Help Desk at 617.824x8080

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