



TECHNOLOGY PROCEDURES

August 2008

IOWA LAKES COMMUNITY COLLEGE

TECHNOLOGY PROCEDURES

Table of Contents

<u>Technology Topic</u>	<u>Page</u>
Acceptable Use.....	3
Bandwidth.....	8
Basic Software Image.....	10
Ordering Process.....	11
Computer Systems Back-Up	12
Computer Lab Rotation.....	13
Faculty & Staff Computer Rotation	14
Public Users & Lab	15
Electronic Records Retention	16
Help Desk	19
Mac Network.....	20
TV Processes	21

Iowa Lakes Community College

Computer Network Acceptable Use Policies

Technology Usage Policy

Technology resources and usage may be described as all Iowa Lakes owned print and electronic media and services including, but not limited to: computers, printers, modems, email communications, Iowa Lakes' Web content, and wireless connections. Personal equipment that may be connected to the Iowa Lakes network/system is also subject to this procedure.

Iowa Lakes Community College is an educational institution supported by public funds and it is imperative that the college ensures its technology resources are maintained and used by all persons affiliated with Iowa Lakes. This includes all credit and noncredit students, faculty, employees, alumni and guests at the institution. They will be referred to as "users" of technology. Technology usage at Iowa Lakes Community College will be consistent with the College's Mission.

Generally, students are provided 500 MB of network storage space on a designated H Drive. Compliance with this limit will benefit all users. Student accounts that exceed this limit will be contacted by the network administrator and asked to reduce their storage. Failure to remain at or below the stated limit may be subject to assistance by the network administrator in achieving that goal.

Wireless connection access points are available at each college location and have signs labeled "Wireless Hot Spot".

Expectations

Technology users must abide by applicable federal and state laws and regulations regarding technology usage, as well as existing College policies and procedures. Iowa Lakes values the free flow of information and does not condone censorship.

Individual Responsibilities

Technology users are expected to:

- A. Use technology in a manner consistent with Federal, State, and Local laws.

- B. Support an educational environment free from harassment and discrimination as described in institutional harassment and discrimination policies and procedures as detailed in the student handbook, affirmative action plan and the employee handbook.
- C. Use technology in a manner that will not impede the college mission or the daily business of the college.
- D. Implement security practices to prevent unauthorized access to the computers, accounts and/or personal identification numbers (PIN). This would include logging off from the computer following usage, avoiding sharing PIN and other passwords, and using insecure methods for sharing, storing or transferring information.
- E. Use technology resources consistent with other institutional policies.
- F. Assist in maintaining and enhancing the integrity of Iowa Lakes Community College technology resources by taking measures to support the security and privacy of computer networks.
- G. Report any system interference, technology performance problems, or damage to equipment to the Help Desk or an Iowa Lakes Technology Department employee.
- H. Understand that priority in student computer labs is given to users for the completion of academic activities.

Prohibited Conduct

- A. Disrupting access of students, faculty or staff members to technological resources.
- B. Obtaining and/or gaining unauthorized access to College computer systems or an account belonging to another individual.
- C. Using technological equipment to interfere with the lawful rights of others by such activities as falsifying or altering records or software, creating fraudulent documents, damaging programs belonging to the College, College employee or other individuals.
- D. Sending harassing, threatening material or information to another individual.
- E. Violating license agreements, copyrights or intellectual property rights including copyrights, patents, etc., by copying, distributing or publishing protected material.
- F. Permitting other persons to use an Iowa Lakes user's account, passwords or access codes.
- G. Theft of Iowa Lakes' hardware or software.
- H. Inappropriate or malicious use of technology resources including attempts to alter, erase, damage or intercept technological data or programs that are the property of Iowa Lakes or Iowa Lakes' users.
- I. Connecting computers not owned by the college into the college network at locations other than the designated "wireless hot spots".

Security and Privacy

Security of technology resources is of the highest importance and all users are expected to cooperate in maintaining the integrity of these resources. The College reserves the right to inspect or monitor technology resources under its control, and to take appropriate action when there is reason to believe that a user has violated established policies. Every effort shall be made to protect the Constitutional rights of all Iowa Lakes Community College technology users.

The College does not endorse the casual review of electronic communication and storage; however, users need to be aware that their uses of College technology shall have no guarantee of privacy. Technology resources are considered property of the College and the College may initiate inspections or monitoring of information it deems to be in the best interest of the College. Iowa Lakes may also be required to initiate inspections or monitoring if subject to subpoena or other legal requirements.

Enforcement of Technology Usage Policy

- A. Iowa Lakes Community College technology staff may temporarily disable an account or service to an individual when there is reason to believe an alleged violation of the technology usage policy has occurred. This may happen when one of the alleged violations:
 - a. Violates Federal, State or Local law(s);
 - b. Could result in damage or interference with official College business; and/or
 - c. Could result in liability for the College
 - B. Disciplinary Action for Staff Members – refer to personnel handbook found on the “S” Drive.
 - C. Disciplinary Action for Students - A student who is believed to have violated the Technology Usage Policy may be charged with a violation of the Responsible Student Behavior Code according to the Student Rights and Responsibilities Procedure found in the Iowa Lakes Community College Student Handbook.
-
- I. Staff
 - a. College technology may not be utilized for commercial purposes.
 - b. Technology usage must observe all copyright and other applicable laws.
 - c. Downloading of movies, music, podcasts, etc. is limited to instructional use only.
 - d. Viewing or downloading pornography is prohibited.
 - e. Using a computer to annoy, harass, or threaten other individuals is prohibited.
 - f. Users will not waste limited technology and printing resources.

- g. College staff shall assist in monitoring student computer and print usage.
- h. College staff shall protect and assist in protecting technology property.
- i. Personal add-on devices may be allowed with prior approval.
- j. Users will not use the system to communicate, submit, publish, or display inaccurate information, rumors, disparaging portrayals or any other information which is known to be false or misleading.
- k. Access to fee based sites either accidentally or intentionally without prior approval and permission will result in the costs being incurred by the staff member.
- l. The College reserves the right to inspect all files on College owned computers, media, and servers and on personal devices that the user has asked to attach to the College owned equipment or networks.
- m. The College reserves the right to approve or deny specific software purchases.
- n. Non-College owned computers shall not be connected to the College network at any location other than the designated Wireless Hot Spots.

II. Student

- a. The goal of College supported technology is to allow for students to experience education utilizing the latest available resources. To ensure that all students and classes have these necessary resources, the Technology Department may limit bandwidth for non-educational uses which may impede operating certain programs and platforms for personal use including (but not limited to):
 - i. My space
 - ii. X-Box
 - iii. Gaming
 - iv. Chat rooms
 - v. Games
 - vi. Downloading music/movies/misc. files
 - vii. Podcasts
- b. Accessing the College's system with another student's ID is not allowed.
- c. Displaying graphic files considered to be offensive is prohibited.
- d. Using computers to annoy, harass or threaten other users is not allowed and may be punishable by law.
- e. Hacking into the Iowa Lakes Community College Network will result in immediate and indefinite suspension from Iowa Lakes Community College and may be punishable by law.
- f. Users will not waste limited resources.
- g. Printing is allowed only to fulfill classroom assignments.
- h. Chatting is allowed in accordance with instructional requirements only and within bandwidth restrictions.
- i. Personal computers are allowed in designated Wireless Hot Spot areas.

- III. Bandwidth Usage
 - a. A packet shaping device will be utilized by the Technology Department to minimize excessive bandwidth consumption.
 - b. The strategic planning committee under the guidance of the Chief Information Officer will recommend acceptable bandwidth restrictions. The restrictions will be reviewed on an annual basis.

- IV. Appropriate disciplinary action shall be taken against Iowa Lakes Technology users violating the following areas which may be protected by state and federal applicable laws including but not limited to:
 - a. Pornography
 - b. Copyright
 - c. Intellectual Rights
 - d. Illegal Access

- V. Systems Monitoring
 - a. Iowa Lakes Community College unconditionally reserves the right to monitor and examine any and all files on college computers and servers, as well as network and system activity. Administration may suspend, revoke or close an account at any time as required for inappropriate activity or at the request of the staff member's supervisor.
 - b. The College reserves the right to restrict all accounts for cause or convenience at any time.

Iowa Lakes Community College Acceptable Use Policy can be found on the web at http://www.iowalakes.edu/TechnologyCenter/use_policy.htm.

Iowa Lakes Community College

Initial Bandwidth Policy Development

A bandwidth policy will be developed, modified as necessary, and enforced to support the Mission of Iowa Lakes Community College.

Bandwidth is a commodity provided by an ISP (Internet Service Provider) that allows access for one or many computers to the Internet. The ISP providing this access to Iowa Lakes Community College is the ICN or Iowa Communications Network. Currently, Iowa Lakes' bandwidth is 15 Mb/s (Megabits/second) with 2 Mb/s of the 15 reserved for Buena Vista University. The College's 13 Mb/s is shared by all Iowa Lakes and guest computers accessing the Internet at all Iowa Lakes Campuses. Bandwidth is not unlimited and is very expensive.

The hunger for bandwidth has grown exponentially over the past several years. For instance, in 1998, Iowa Lakes' Internet bandwidth was T1 speed or approximately 1.5 Mb/s. This was considered adequate by most measures and provided sufficient bandwidth to users so they didn't experience unacceptable delays or slowness. At that time, Iowa Lakes had approximately 500 – 600 computers at their six locations. Ten years later, with double the number of computers, the bandwidth is 13 Mb/s or approximately 9 times faster. Today's bandwidth likely seems excessive compared to that provided in 1998. However, users' needs and expectations have changed dramatically since then. With the possible exception of email and some chat, most Internet services that users expect today did not exist and, in many cases, were not even possible in 1998. Here are a few examples:

- Social Networking Sites (MySpace.com, Facebook.com, etc)
- Peer to Peer File and Music Sharing (Napster, Gnutella, KaZa, Limewire, etc.)
- Music and DVD Quality Video Downloads (iTunes, Rhapsody, Microsoft, etc)
- Online Gaming
- Internet Video/Television and Radio Streaming Content
- Computer Operating System Updates
- Application Distribution (i.e. Adobe Desktop Publishing Software, Encarta, etc)
- Live Meetings such as Webinars

Distance education is utilizing more bandwidth intensive applications as well as video of lectures on demand. Most of the College's business is now conducted on servers and a database that is accessed via the Internet. Without a bandwidth policy – perhaps working hand-in-hand with an Acceptable Usage Policy - and the resources to enforce it, recreational Internet traffic will consume all available bandwidth and make legitimate Internet usage for academics and College business impossible.

Internet bandwidth management is currently provided by the placement of a packet shaping appliance located at the firewall. With proper configuration, this device (the NetEnforcer) can limit traffic to individuals or groups of computers to help prevent them from monopolizing the College's bandwidth resources. A group of computers may consist of all computers at a specific

campus, building, or computer lab. This is being accomplished by assigning IP address reservations for lab computers and by the design of our network through VLAN or subnet allocations. The NetEnforcer is also capable of assigning priority to specific types of Internet traffic by identifying the traffic with a technology best described as packet inspection. **For example:** P2P (peer to peer) music and file sharing packets are different from iTunes packets. Since music sharing is illegal and poses a liability to Iowa Lakes by organizations such as RIAA (Recording Industry Association of America) P2P packets should be rejected and disallowed from utilizing our Internet resources. iTunes, traffic, however, is legal and needs to be allowed to support classroom activities through iTunes U, etc. As directed by the acceptable usage policy and if bandwidth for non-critical academic study and college business is available, personal usage of this type of traffic could be allowed with appropriate prioritization by our bandwidth management resources.

Development, implementation, and support of a bandwidth policy should begin with the goal of educating all Iowa Lakes Internet users on the need for a policy. Additionally, users from each segment should have input into policy creation and maintenance. Therefore, I suggest that a small committee consisting of a student senate member and a cross-section of faculty, staff, and administrative personnel (Val) be formed to discuss the need for a bandwidth policy and to develop a policy. The policy will likely be a living document requiring occasional change, but a good policy should not need revisions more than once or twice per year. As summarized in the opening statement of this document, the ultimate goal of the Iowa Lakes Bandwidth Policy should be to provide bandwidth to users having legitimate academic and college-business needs without the expense of continually purchasing additional bandwidth.

Note – PLAN FOR FALL TERM

Form a Bandwidth Policy Committee consisting of a cross-section of faculty, staff, administrative personnel, and student representation.

Iowa Lakes Community College

Basic Software Image for Iowa Lakes Windows Based Computers Operating System

Internet Explorer

Antivirus Software

Microsoft Office

Adobe Acrobat Reader

Adobe Flash

Adobe Shockwave

K-Lite Video Codecs

Sun Java

Apple QuickTime

Windows Media Player

Real Alternative (a free, non-spyware player for *.ra and *.rm type content)

Burning Software (if computer has an optical burner)

On faculty and staff computers, Datatel and Respondus will be loaded if needed and requested by the end-user.

Note - specialized software is ordered and installed by the Technology Department. Specialized software is kept and secured by the requestor unless it is installed on multiple computers.

Iowa Lakes Community College

Ordering Process

All hardware and software is ordered by the Technology Department. Orders under \$500 do not need T&E Approval (with the exception of computers) and can be called directly to the Technology Department - Steve Timmons 712-362-7906. Steve will need

- Name
- Location
- Phone #
- Description of your needs
- Account # with cabinet level approval for billing purposes

If your order is over \$500, the T&E Form will need to be completed by the requestor and can be found at S:/42—T&E. The form should be completed and sent to the link provided on the form. If the request is approved by the T&E Committee, Technology will be notified and technology will initiate the ordering process.

Iowa Lakes Community College

Computer Systems Backup Policy

Listed below are the primary servers which contain a tape drive
Listed under each primary server are the other servers
that are backed up by the primary server.

Each primary server performs a full backup of itself and the secondary servers attached to it 3 times per week. Typical schedule is run early each Tuesday, Thursday and Saturday AM., shortly after midnight, typically between 12:10 to 12:20 AM.

Tapes are over-written at each backup, and tapes are rotated out each Monday morning. 4 tapes per each primary server are used in the media set. Tapes are typically labeled A-B-C-D and are rotated in order. On Monday, the newest tapes in the drives are pulled and the oldest tape is inserted. The newest backup tapes are stored in a fire-proof vault located a significant distance from the main closet in Estherville and Emmetsburg.

Administration, Spirit Lake, Spencer and Algona store the newest tapes offsite at the residence of the personnel assigned to the backup operator role.

Iowa Lakes Community College

Computer Lab Rotation Policy

Student computer labs will be evaluated for replacement based on performance & suitability at the three year point after initial installation. Some labs will receive new computers then while other lab computers will serve students through another academic year. The intent of this policy is to assure that no student lab computer will be more than four years old.

It is the responsibility of each instructor whose students use computer lab equipment to request that the Technology Department evaluate the computer performance to ensure the existing lab computers will be able to meet curriculum-related hardware or software requirements.

Deans, faculty, or staff should complete and submit a T & E form to request new lab hardware. Labs are normally upgraded in May or June. Recommendations need to be submitted by March 1 for budgetary planning purposes.

Iowa Lakes Community College

Faculty & Staff Computer Rotation Policy

The College recognizes that faculty and staff computer hardware requirements vary widely. Therefore no single policy can fairly address each individual's need. Those who feel they need a new computer, are asked to meet with their supervisor and if necessary, with the Technology CIO. Depending on the assessment of the technology needs and job-related performance requirements the next step is to complete a T & E form requesting a computer upgrade.

Iowa Lakes Community College

Public Users & Lab Policy

Internet Café/Cyber Café computers, if not in use by a student, may be used to access the Internet by any visitor to the College.

Children under the age of 17 who are not enrolled in College programs may only use computers located in the Internet Café.

Iowa Lakes Community College

Electronic Records Retention Policy

I. Purpose

In today's College environment, employees create and maintain an increasing portion of their records using computers. Electronic records must be managed alongside traditional records to ensure compliance with state and federal regulations and to preserve institutional history.

The purpose of this policy is to inform College employees and departmental management of the requirements and responsibilities for management and disposition of electronic records.

II. Scope

The electronic records retention policy set forth herein applies to all employees of the College and applies to all electronic records that are made or received in the transaction of College or public business.

III. Definitions

A. The term "electronic record" means any record that is created, received, maintained or stored on College local workstations or central servers. Examples include, but are not limited to:

- i. electronic mail (email)
- ii. word processing documents and spreadsheets
- iii. databases

B. The term "legal custodian" shall mean the originator of an email message or the creator of an electronic document if that person is a College employee; otherwise it is the College employee to whom the message is addressed or to whom the electronic document is sent. If the record is transferred, by agreement or policy, to another person for archival purposes, then that person becomes the legal custodian.

IV. Policy Statement

A. General Requirements

Maintenance and disposal of electronic records, as determined by the content, is the responsibility of the legal custodian and must be in accordance with guidelines established by the College. Failure to properly

maintain electronic records may expose the College and individuals to legal risks.

Supervisors are responsible for ensuring compliance with this Policy and with the Public Records Act. When an employee leaves the College, supervisors are responsible for designating a new custodian and ensuring that any public records in the separating employee's possession are properly transferred to the new custodian. Supervisors are responsible for contacting Human Resources to arrange for the transfer of the electronic records to the new custodian before the accounts are scheduled to be deleted.

B. Electronic Mail

Work-related email is a College record, and must be treated as such. Each email user must take responsibility for sorting out personal messages from work-related messages and retaining College records. Email that does not meet the definition of a public record, e.g., personal email, or junk email, should be deleted immediately from the system.

Iowa Lakes Community College email servers are NOT intended for long-term record retention. Email messages and any associated attachment(s) with retention periods greater than twenty four (24) months (effective 1 Jan 2009) are to be printed and filed in similar fashion to paper records. It is important to note that the email message should be kept with the attachment(s). The printed copy of the email must contain the following header information:

- who sent message
- who message was sent to
- date and time message was sent
- subject

When email is used as a transport mechanism for other record types, it is possible, based on the content, for the retention and disposition periods of the email and the transported record(s) to differ. In this case, the longest retention period shall apply.

C. Instant Messaging

The College does not support the use of Instant Messaging (IM) for College business.

D. ITS Backup Files

Information Technology Services performs backups on a regular schedule of the email and electronic files stored on central servers for disaster recovery (See Computer Systems Backup Policy). These backups are to be used for system restoration purposes only. The IT system administrator is not the legal custodian of messages or records which may be included in such backups.

E. Litigation Holds

When litigation against the College or its employees is filed or threatened, the law imposes a duty upon the College to preserve all documents and records that pertain to the issues. As soon as College Counsel is made aware of pending or threatened litigation, a litigation hold directive will be issued to the legal custodians. The litigation hold directive overrides any records retention schedule that may have otherwise called for the transfer, disposal or destruction of the relevant documents, until the hold has been cleared by College Counsel. Email and computer accounts of separated employees that have been placed on a litigation hold by College Counsel will be maintained by Information Technology Services until the hold is released. No employee who has been notified by College Counsel of a litigation hold may alter or delete an electronic record that falls within the scope of that hold. Violation of the hold may subject the individual to disciplinary action, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

V. **Enforcement**

Failure to comply with the *Electronic Records Retention Policy* and associated guidelines and procedures can result in disciplinary action and penalties applicable by law.

Iowa Lakes Community College

Technology Help Desk Procedures

The Iowa Lakes Community College Help Desk assists faculty, staff, and students with technology needs. The Technology Help Desk is located at the Estherville Campus in Room 13. Contact the Technology Help Desk by either method:

1. Ext 8383 (or direct line 712-362-8383)
2. Email helpdesk@iowalakes.edu

This address will be monitored on a regular basis. The helpdesk address is preferred instead of lmiller@iowalakes.edu as Lana's email or personal phone ext 8352 is not picked up when she is not in the office.

3. Please provide: Name/Site/Room#/Phone#/PC Tag# or Computer Name/Error Code (if applicable)/Model # (if applicable)/Application Open/Description (what user was last doing when problem started)

The Technology Department is based out of the Estherville Campus but serves all 6 sites. Technicians are housed at Estherville and Emmetsburg. Technology provides service and assistance for the college network, phones, and television system.

Questions that do not go to the Technology Help Desk:

Web Advisor Questions – go to Records 362-7922 or 852-5265

Datatel Questions – go to Randy Beernink 362-4412

Megaphone Questions – go to Plant Services 362-4428

Dorm Internet Questions – go to the appropriate Campus Housing Office

Printer Cartridge Ordering – go to Janet Kirchner 362-8361

College Web Site Questions – go to Carol Peaslee 852-5320

The Help Desk often receives calls asking for help with software questions. The College no longer has a technology trainer. Technology Staff may be able to offer “quick fixes” but may also have to refer the user to a support site or Continuing Education class.

Technology Help Desk Frequently Asked Questions and Solutions are emailed to all employees as needed. At any time, you can request a copy of the FAQ by calling the help desk at Ext 8383 (or direct line 712-362-8383).

Mac Network Procedure Manual

Located on Desk of Jason Skoland

Emmetsburg Technology Office

Procedure for A/V Equipment Room 533 Emmetsburg

- Open lower front cabinet and turn on the DVD/VCR and Computer.
- Slide/Open Drawer on side of cabinet to access the ELMO document camera. Turn on the ELMO. (Power switch is on top, near back of unit on the right hand side).
ELMO MUST BE ON TO SHOW THE COMPUTER.
- Open keyboard drawer and find the Technology Director NEC projector remote.
 - Using the grey remote, turn on projector.
 - For better viewing, turn off the front ceiling lights using the light switch located on the SE corner of room.
- To show the VCR or DVD, press the “Video” button on the grey projector remote. Use the volume buttons on this remote to adjust sound level.
- To show the ELMO or the Computer, press the “RGB” button on the grey projector remote.
 - For ELMO display press the “main button on left front of ELMO.
- For Computer Display press the “RGB 1” button on left front of the ELMO.
- To turn off projector hit the OFF button twice.
- When done, please turn unit OFF after use and return the gray remote to the keyboard drawer. Thank You!

Procedure for Massage Therapy Room Spencer Campus

- Turn on Media Cart (RED switch left side on cart)
- Turn on Computer
- Turn on Projector with its remote (Technology Director NEC unit)
- Turn on ELMO (Power switch is on right top of unit)
- Turn on VCR
- To show Computer or ELMO, set projector source using remote to 'Computer 1'
- To show ELMO, press 'Main' button on ELMO
- To show Computer or DVD from computer, press 'RGB #1' button on ELMO (DVD player is in computer)
- To show VCR, set projector source to 'Video' using projector remote, put tape in VCR and press Play. Adjust volume using the projector remote.
- When done, please turn unit OFF after use and return the gray remote to the keyboard drawer. Thank You!

Procedure for Room 25, 55, 53 Estherville Campus

- Turn on Projector with its remote
- Turn on Computer (located in cabinet)
- Turn on ELMO (Power switch is on left side)
- Turn VCR/DVD on, (located in cabinet)VCR/DVD should be on L or L1 channel
- To show ELMO on Projector, select Video on projector remote (VCR/DVD player on L or L1 video)
- To show Computer on Projector, Select Computer 1 on the Projector remote
- To Show a VCR Tape or DVD, Select Video on projector remote, put in tape or DVD and press play.
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You!

Procedure for Room 100,121 Spirit Lake Campus

- Turn on Computer
- Turn on Projector with its remote. (White NEC unit)
- Turn on ELMO (Power switch is on right top of unit) ELMO Must be Turned on to show computer on projector.
- Turn VCR/DVD Player On
- To show Computer or ELMO (set projector source using remote to Computer 1)
- To show ELMO, Press Main Button on ELMO
- To show Computer, Press RGB #1 Button on ELMO
- To Show VCR (Set projector source to Video using projector remote, put tape in VCR and press Play. Adjust volume using the projector remote)
- To show DVD (Set projector source to video using projector remote, put DVD in DVD Player and press Play. Adjust volume using the projector remote)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 108A Spencer Campus

- Turn on Media Cart (RED switch left side on cart)
- Turn on Computer
- Turn on Projector with its remote. (Technology Director NEC unit)
- Turn on ELMO (Power switch is on right top of unit)
- Turn VCR “On”
- To show Computer or ELMO (set projector source using remote to RGB)
- To show ELMO, Press Main Button on ELMO
- To show Computer, Press RGB #1 Button on ELMO
- To show VCR (Set Projector source to Video using projector remote, put tape in VCR and press Play. Adjust volume using the Projector remote)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 108B Spencer Campus

- Turn on Projector with remote
- Turn on Media Cart (RED Switch left side on cart)
- Turn on Computer
- Turn on ELMO (Power switch is on left front side of unit)
- Turn VCR ON (VCR should be on L or L1 channel. If not adjust channel buttons on front of VCR. L or L1 is right below CH 1)
- To show Computer (set projector source using remote to RGB)
- To show ELMO (set projector source using remote to video)
- To show VCR (set projector source using remote to video, on ELMO select AV2, put in tape and press play)
- To show DVD (set projector source using remote to video, on ELMO select av1, place DVD in player and press play)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 122 Spencer Campus

- Turn on Projector with remote
- Turn on Computer
- To show Computer (set projector source using Projector remote, to Computer)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 129, 130 Spencer Campus

- Turn on Projector with remote
- Turn on Computer
- Turn on Document Camera
- Turn on VCR DVD Player (should be on L or L1)
- To show Computer (Use Projector Remote, “Input Button” to select Computer)
- To show Document Camera (Use Projector remote, “Input Button” to select Video)
- To show VCR/DVD (Use Projector remote, “Input Button” to Select video, put in Tape or DVD and press Play)
- Volume control (To raise & lower Volume use control knob on the box on left side of Computer).
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 204 Spencer Campus

- Turn on Projector with remote
- Turn on Power Strip (if not on)
- Turn on Laptop Computer
- Turn VCR On (VCR should be on L or L1 Channel)
- To show Computer (set projector source using Projector remote, to RGB)
- To show VCR (set projector source using Projector remote, to VIDEO, put in tape and press Play)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 206 Spencer Campus

- Turn on Computer
- Turn on Projector with its remote.
- Turn on ELMO
- Turn VCR/DVD Player On
- To show Computer or ELMO (set projector source using remote to RGB)
- To show ELMO, press Main Button on ELMO
- To show Computer, Press RGB #1 Button on ELMO (adjust computer by using projector remote)
- To Show VCR/DVD (Set projector source to Video using projector remote, put tape or DVD in VCR/DVD player and press Play. Adjust volume using the projector remote)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 435 Emmetsburg Campus

- Turn on Projector with remote
- Turn on Power Strip (if not on)
- Turn on Computer
- Turn on ELMO
- Turn VCR ON (VCR should be on L or L1 channel)
- To show Computer (set projector source using remote to RGB) (To also show computer on TV monitors, VCR and ELMO must be on and AV1 button must be selected on ELMO)
- To show ELMO (set projector source using remote to video)
- To Show VCR (set projector source using remote to video, put in tape and press Play)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 500 Emmetsburg Campus

- Turn on Computer
- Turn on Projector with its remote.
- Turn on ELMO
- Turn VCR on
- To show Computer or ELMO (set projector source using remote to RGB)
- To show ELMO, Press Main Button on ELMO
- To show Computer, Press RGB #1 Button on ELMO
- To Show VCR (Set projector source to Video using projector remote, put tape in VCR and Press Play. Adjust volume using the Projector remote)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 501 Emmetsburg Campus

- Turn on Projector with remote
- Turn on Power Strip (if not on)
- Turn on Computer
- Turn on ELMO
- Turn VCR on (VCR should be on L or L1 channel)
- To show Computer (set Projector source using remote to RGB)
- To show ELMO (set projector source using remote to video)
- To Show VCR (set projector source using remote to video, Select AV1 button on ELMO, put in tape and press play)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 520 Emmetsburg Campus

- Turn on Projector with its remote
- Turn on Computer (it's located in cabinet)
- Turn on ELMO (power switch is on left side)
- Turn VCR/DVD on, It's located in cabinet (VCR/DVD should be on L or L1 channel)
- To show ELMO on Projector, select Video on projector remote (VCR/DVD player on L1 video)
- To show Computer on Projector, select Computer 1 on the Projector remote
- To show a VCR Tape or DVD, select Video on projector remote, put in tape or DVD and press Play.
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 530 Emmetsburg Campus

- Turn on Computer
- Turn on Projector with its remote. (White NEC unit)
- Turn on ELMO (Power switch is on right top of unit) ELMO must be turned on to show computer on projector.
- Turn VCR/DVD Player On
- To show Computer or ELMO (set projector source using remote to Computer 1)
- To show ELMO, Press Main Button on ELMO
- To show Computer, Press RGB #1 Button on ELMO
- To show VCR (Set projector source to Video using projector remote, put tape in VCR and Press Play. Adjust volume using the projector remote)
- To show DVD (Set projector source to video using projector remote, put DVD in DVD Player and press play. Adjust volume using the projector remote)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Procedure for Room 540 Emmetsburg Campus

- Turn on Projector with remote
- Turn on Power strip (if not on)
- Turn on Computer
- Turn on ELMO
- Turn VCR on (VCR should be on L or L1 channel)
- To show Computer (set projector source using remote to RGB)
- To show ELMO (set projector source using remote to video)
- To show VCR (set projector source using remote to video, put in tape and press play)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You

Good for rooms 410, 502, 110, 425, &500 at Emmetsburg Campus

Procedure for Room 3200 Emmetsburg Campus

- Turn on Computer
- Turn on Projector with its remote.
- Turn on ELMO
- Turn VCR/DVD Player On
- To show Computer or ELMO (set projector source using remote to RGB)
- To show ELMO, press main button on ELMO
- To show Computer, Press RGB #1 Button on ELMO (adjust computer use projector remote)
- To show VCR/DVD (Set projector source to Video using projector remote, put tape or DVD in VCR/DVD player and press Play. Adjust volume using the projector remote)
- When done, please turn unit off and return the remote to the keyboard drawer. Thank You