

TRAINING

NEW NEWCOMB INSTITUTE EMPLOYEES

We've compiled a training for everything you'll need to know at your new job here at Newcomb Institute. Follow through the Modules, and take the quiz at the end of each section.

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TRAINING

Module 1

- Welcome

Module 2

- How to Operate Rooms 333/335
 - Projector Mode
 - Switch from One Mode to Another
 - Audio Mode
 - Access Advanced Settings
 - Advanced Settings
 - System Off

Module 3

- Overview
- How to Update Computers
- How to Clear Files from Computer

Module 4

- Overview
- Remote and Connector Storage Location

Module 4 Continued

- How to Use TV HDMI Setting
- How to Use Share Screen Through HDMI
- How to Use Share Screen Through ShareLink Pt 1
- How to Use Share Screen Through ShareLink Pt 2

Module 5

- How to Check if Toner Needs Replacing
- Where Toner Replacements are Kept
- How to Replace Toner
- How to Check if Paper Trays Need Replacing

Module 6

- Silver Cabinet and its Contents
- Rose Cabinet and its Contents