TRAINING

NEW NEWCOMB INSTITUTE EMPLOYEES

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

FOLLOW THIS LINK!
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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