Manual:
Sharp Monitor & we:Present System
1. Reserve the equipment that you wish to use

- Look up the GRIC orientation guide: [http://libguides.uprm.edu/gric/home](http://libguides.uprm.edu/gric/home)
- Select Equipment.
- In the Reserve Equipment box, click (“Book a Technology*” button on the right)
- Below the name of the equipment that you wish to use (either Sharp Interactive or Sharp Monitor), select the blocks of time during which you wish to use the equipment (you may reserve equipment for a maximum of two [2] hours).
- Fill in your personal information, read the policies of use, then press “Submit my Booking.”
2. Connect to the GRIC network

• Select the GRIC network.
• Enter the password.
• Open your preferred search engine.
• Enter this website in the search bar: uprm.edu
• A UPR identification page will open.
• Fill in your credentials.
• Once this process is finished, you will have a connection.
3. **Power up the Sharp Monitor**

- Choose the monitor that you wish to use.
- Connect the monitor’s cable to an electrical outlet.
  - Interactive Monitor:
    - The power button can be found on the bottom-left part of the monitor.
  - Monitor:
    - The power button can be found on the back of the monitor, on the right-hand side.
4. Connect to the we:Present System

- If it is your first time using the system:
  - Open a search engine.
  - On the address bar, type in IP: 172.16.1.3 for the simple monitor or IP: 172.16.1.4 for the interactive monitor. Press Enter.

- A window will appear to download the program:
  - Select the preferred program.
  - Follow the instructions and accept the terms of use.
5. **Connect to the we:Present System**

- Once it is installed to your computer, you will see a welcome screen:
  - Click on the right-arrow key.
  - Browse and select the desired features. Once you are finished, click on the check mark.

- If the program needs some sort of update to continue, you will be asked to install it:
  - Proceed to installing the update.
6. Connect to the we:Present System

• Enter the corresponding IP into the box that appears below the monitor that you wish to use:
  • 172.16.1.3 for the simple monitor.
  • 172.16.1.4 for the interactive monitor.

• Click Connect.
7. Connect to the we:Present System

• Enter the corresponding passcode for the monitor you wish to use:
  • The passcode is located on the screen, on the top-right hand corner.
  • Click Ok.

• Once it is connected, a monitor will appear, indicating that it is connected to the device.
8. Share your window

• To share your device, press *Play*.

• Once your device is connected, if you wish to limit the visibility of your computer with your audience, press the *Pause* button. The display will be frozen.

• To disconnect from the equipment, press *Stop* or *X*. 
9. Connect up to four (4) devices to the screen

- For every device that you wish to use, repeat steps 2-6.
- Once everything is connected, select the place on the screen where you wish to display the content of each device.
More Information

For more information on the we:Present System:

- Video: [https://youtu.be/B23oU1-mZlw](https://youtu.be/B23oU1-mZlw)


If you still have any questions, please write to: gric@uprm.edu