

Smart Classroom Quick Start Guide



SmartExpressions Cart

Step 1. Getting Started

1. Obtain the keys to the cabinet from the department representative.
2. Unlock the cabinet door and open the projector door located on the top of the cart.
3. Pull out the keyboard tray (if available).
4. Cart should already be powered on. If not, turn on the power to the cabinet by pressing the Power On/Off button (Figure 1).
5. If the computer is not on, you will need to open the cabinet door and press the on button on the computer.
Login Instructions: Users are required to login using your own Clarion username/password. For guest login information, see CLASSROOM INFORMATION below.

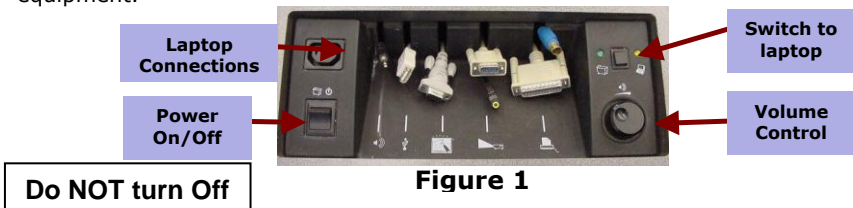
File Storage: Instructors have 50 MB of storage available on Clarion's Web Drive (Jupiter). The new login procedures will automatically connect users to their WebDrive space. To locate or save your files, go to **Start (Windows button on Win 7 computers) > Computer > locate the 'W' drive**. Other storage options include thumb drives, CD-Rom, or floppy. For more information on using Jupiter <http://www.clarion.edu/39335/>

6. Turn on the projector. If available, use the remote control; otherwise, use the on button located on top of the projector.
7. Check the projection image on the screen for alignment. If it is not properly aligned, move the cart and/or adjust the mirror on the projector. (**Note: Do not touch the mirror or you may damage it.**)
8. Using the remote or the controls on top of the projector, set the projector to PC (computer). Projector buttons (input, mode) vary

Step 2. Using the Equipment

Not all Smart Classrooms are equipped identically. However each room does include a computer, cart, and projector. Laptop and volume controls are located on the Controller (Figure 1). Other equipment may include a DVD/VCR player and a SMART Board.

Please see the back of the Quick Start Guide for instructions on using available equipment.



Step 3. Shutting Down and Closing the Cart

1. Close all applications.
2. **BE SURE TO LOG OFF** of computer. Do not shut down computer.
3. Turn off the projector using the remote or by pressing the on/off switch located on the top of the projector twice.
4. **DO NOT turn off the power** to the cart or unplug from wall outlet.
5. Place remotes back in the cabinet.
6. Push in the keyboard tray (if available).
7. Lock the cabinet and return the keys to the department representative.

SMART CLASSROOM HELP

Please report problems to the Help Desk at 393-2640 or helpdesk@clarion.edu
Indicate the building, the room number, Computer ID #, and identify it as a smart classroom.
After 4:30 p.m. please contact Carl Callenburg at 393-2449.

Training: If you would like training on the Smart Classroom system, please contact the Learning and Technology Center (LTC) at x1848.

Smart Classroom Web site: For more detailed documentation, resources, and contacts see:
<http://www.clarion.edu/32112/>

CLASSROOM INFORMATION

Building _____ Room _____

Computer ID _____

Guest login:

Username: smartguest

Password: Obtain password from Help Desk

Using the Equipment

DVD/VCR

To switch projected image to the DVD/VCR image, use the remote or the controls on the top of the projector. Projector buttons (input, mode) vary depending on the make/model of the projector.

Laptop

Cables for a laptop connection are located on the top of the cart (Figure 1). Once your laptop is connected, you will need to press the Switch to Laptop button located on the top right-hand corner of the Controller (Figure 1).

You may also need to press the appropriate function key on your laptop for the computer to show on the screen. (Please refer to your laptop Help menu or manual for this information).

Document Camera

If equipped, unlock and pull out the side drawer of the cabinet. Set up the document camera using the release button (if equipped) located on the top-left of camera. Remove lens cap and turn on using the power button on the top of the document camera. Use the controller (Figure 1) to switch the projector image to the document camera.

Note: To ensure proper white balance, **DO NOT** place documents under the camera until the machine is completely started and lights are lit.

Using the SMART Board

If the Smart Classroom has a connected SMART Board, you can write on the board and save your notes as a PDF, image, or SMART Notebook file.

Make sure there is a green light in the lower right hand corner of the smart board. This means the SMART Board and computer are talking to each other. A red light indicates the computer and SMART Board aren't communicating with each other, please check all cable connections.

To use the SMART Tools, the SMART Board must be oriented each time it is used.

1. Go to Start>Programs>Smartboard software>Smartboard tools to open the orientation controls.
2. Select the ORIENT button from the TOOLS menu (Figure 2).
3. Follow the on-screen instructions to orient the board.
4. Press the points as directed on the screen (Figure 2). The point is created at the location where you lift your finger.

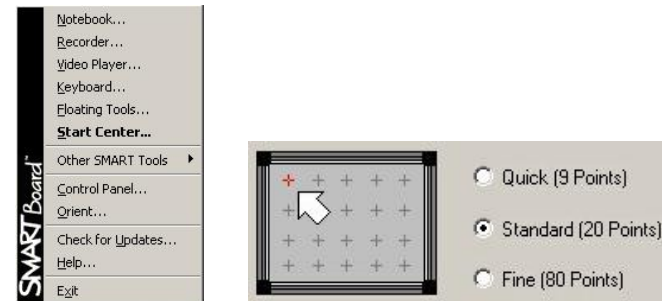


Figure 2

5. To use the SMART Notebook, click on the SMART Notebook icon on the desktop. Once the software opens, write your notes on the SMART Board.
6. To save the notes, go to File Save As. If you want to be able to access this file again and continue note taking, save the file as a SMART Notebook file. Otherwise you may choose an image or pdf file format.
7. For detailed information on using the Sympodium and installing laptop software, click on downloads at: <http://www.clarion.edu/36854/>