

# Smart Classroom Quick Start Guide

## Slimline Podium/Sympodium

### STEP 1: Getting Started

1. Unlock cabinet doors and turn on the computer and any other peripherals you will be using such as the DVD/VCR or document camera.  
**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/>

2. Turn on projector; press the Power On button located on the top left corner of the controller (Figure 1). Light will flash until the projector warms up, then the light stays on steady.

**NOTE:** Projectors are set to shut down after two hours. To turn the projector back on, push the Projector ON power button. This may take up to five minutes for the bulb to cool down and the projector to come back on.

3. Turn on the monitor [or Sympodium if equipped – see Figure 2 on back]
4. Select source (computer, laptop, DVD/VCR, Document Camera). The buttons to select input sources are located in the middle section of the controller (Figure 1).

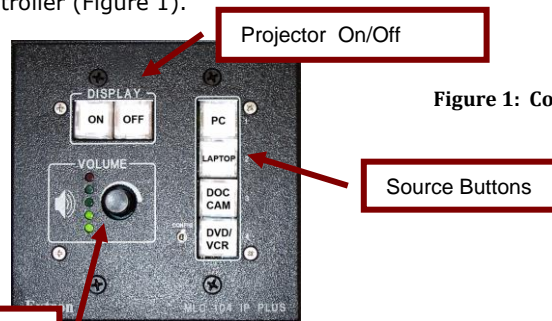


Figure 1: Controller

### STEP 2: Using the Equipment

Not all Smart Classrooms are equipped identically. However each room does include a computer, podium, projector, mouse and keyboard. Other possible equipment includes: DVD/VCR player, Document camera, laptop connections. Please see the back of the Quick Start Guide for instructions for using available equipment.

**SCREEN:** Most rooms are equipped with a manual pull-down screen. Please lower and raise the screen slowly to prevent damage.

### STEP 3: Shut Down

**IMPORTANT:** Be sure to shut down the projector and other peripherals at the end of your lecture/presentation.

1. Shut down the projector by pressing the Projector Off button located on the controller (Figure 1). **NOTE:** The projector will not power down immediately due to the cooling system.
2. **Log off** of the computer. Do not turn the computer off/shut down.
3. Turn off any other peripherals (document camera, DVD/VCR).
4. **Be sure to place keyboard, mouse, and remote controls into the cabinet and lock all the cabinet doors.** When using the wireless mouse, place mouse back on the charging station making sure the charging light is lit.
5. Turn off the monitor or Sympodium (Figure 2).

#### SMART CLASSROOM HELP

Please report problems to the Help Desk at 393-2640 or [helpdesk@clarion.edu](mailto: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.  
ITV or Sonic Foundry questions, contact Lynne Fleisher at 393-2778

**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: smartquest \_\_\_\_\_

Password: Obtain password from Help Desk

## Using the Equipment

### Document Camera

If equipped, the document camera will be on the desktop of the podium. 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.

### DVD / VCR

Most Smart Classrooms are equipped with a DVD/VCR combo player.

1. Be sure the monitor or Sympodium is turned on.
2. Use the controller (Figure 1) to switch the projector image to the DVD/VCR input source.
3. Place the media (DVD or tape) in the DVD/VCR player. It should start to play automatically or use the DVD/VCR controls on the controller.  
**Note:** If using the computer DVD player you may need to use **the WinDVD or PowerDVD** software.
4. When finished viewing, press Stop on the player and remove the media.
5. To return to computer mode when finished, press the computer source button on the controller (Figure 1) again until the computer light is illuminated.

### Laptop

Cables for a laptop connection are located on the side of the podium. You may need to press the appropriate function key on the laptop for the computer to show on the screen.

(Refer to your laptop Help menu or manual for this information).

For further information, see the Smart Classroom website at:  
<http://www.clarion.edu/32112/>

## Teaching with the Sympodium

Anything you can display on your computer monitor will be projected onto the SMART Sympodium. Touching the SMART Sympodium screen with the pen stylus is equivalent to clicking on your computer screen using your mouse. Tap once on the sympodium for a single mouse click; tap twice on the sympodium for a double click.

**Laptop note:** To use the Sympodium tools with your laptop, the SMARTBoard and USB switch software must first be installed.

For detailed information on using the Sympodium and installing laptop software, click on downloads at:  
<http://www.clarion.edu/36854/>

### Using Smart Board Tools

Use the stylus attached to the SMART Sympodium to draw on the screen. Do **not** write on the SMART Sympodium screen with dry-erase markers or pens.

#### Pen Tools

Use the Pen Tools to select the ink color, eraser, or mouse cursor (Figure 3) or use the floating tool menu (Figure 4).

#### To return to the Mouse/Keyboard

Choose the arrow button on the Sympodium or the mouse button on the Floating Tools menu.

1. Press the appropriate button on the bottom of the Sympodium (Figure 2) to quickly open Notebook software, the on-screen SMART keyboard or the Floating Tools.



Figure 3: Pen Tools

Figure 2: Sympodium

2. Choose the tool you wish to use from the Sympodium (Figure 3) or the floating toolbar located on the desktop (Figure 4).

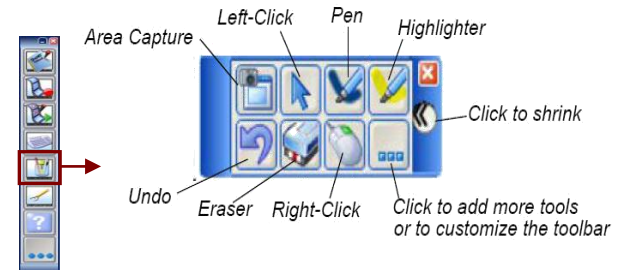


Figure 4: Floating Tools