Smart Classroom Quick Start Guide

Advanced 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.
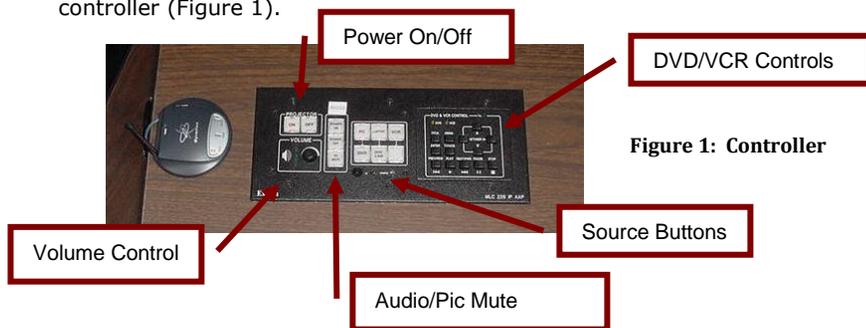   **Login Instructions:** Users are required to login using your own Clarion username/password. For guest login information, see CLASSROOM INFORMATION below.

   File Storage: Instructors have 50 MB of storage available on Clarion's Web Drive (Jupiter). The login procedures will <u>automatically</u> 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 <u>shut down after two hours</u>. 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, and projector. Other possible equipment includes: DVD/VCR player, Document camera, laptop connections wireless mouse and keyboard. 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/Log Off

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). <u>NOTE</u>: The projector will not power down immediately due to the cooling system.

2. **Log off** of the computer. <u>Do not turn the computer off/shut down</u>.

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, <u>place mouse back on the charging station</u> making sure the charging light is lit.

5. Turn off the monitor or Sympodium (Figure 2).

CLASSROOM INFORMATION

Building _____Room _____

Computer ID _____

Guest login:
Username: smartguest_____

Password: 1112Semester

Using the Equipment

Keyboard and Mouse

Each Smart Classroom is equipped with a wireless keyboard/mouse. Some classrooms also include a full-size connected keyboard/mouse. If the wireless system is not working, please report the problem (see HELP on front).

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.

Release button

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 Playing a DVD from the PC, use the **Windows Media Player CLASSIC** software. Please note that autoplay is disabled.

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 top 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).

Learning and Technology Center, Center for Computing Services, August 2011

Teaching with the Symposium

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

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

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

Using Smart Board Tools
Use the stylus attached to the SMART Symposium to draw on the screen. Do **not** write on the SMART Symposium screen with dry-erase markers or pens.
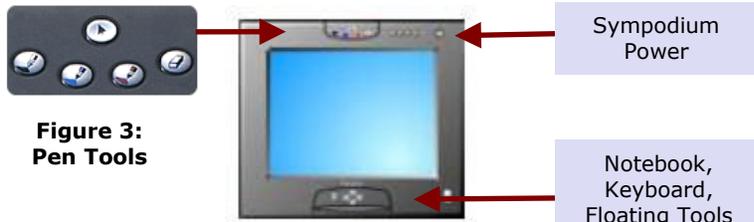
Pen Tools
Use the Pen Tools to select the ink color, eraser, or mouse cursor (Figure 3) or use the floating tool menu (Figure 4).
To return to the Mouse/Keyboard
Choose the arrow button on the Symposium or the mouse button on the Floating Tools menu.

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

Figure 3: Pen Tools

Sympodium Power

Notebook, Keyboard, Floating Tools buttons

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).

Area Capture Left-Click Pen Highlighter
Click to shrink
Undo Eraser Right-Click Click to add more tools or to customize the toolbar
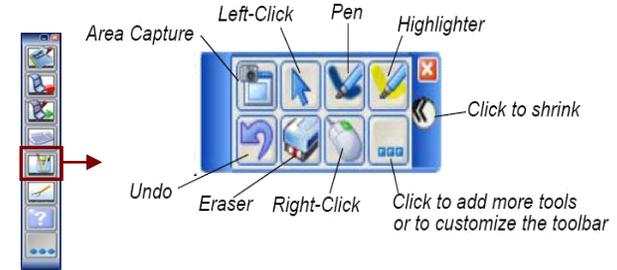
Figure 4: Floating Tools

Smart Software Version 10

Smart Sympodium Ink Layer

When selecting a drawing pen, a frame called the ink layer appears as a border to your drawing area. While this frame is active, normal mouse functions are not available – only pen functions.

Ink Layer

There are multiple ways to close the Ink Layer. You may select the left mouse button on the Sympodium
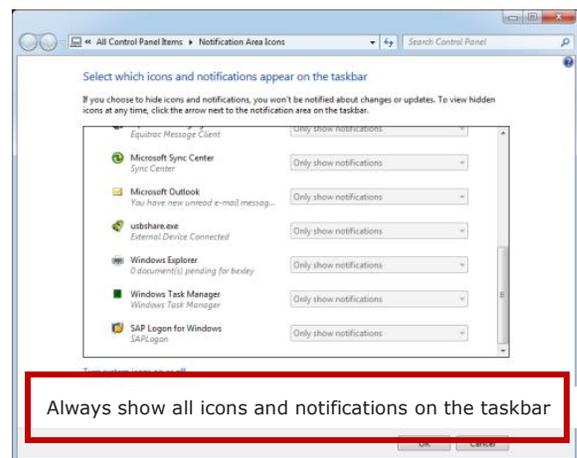
Left Mouse Button Pen Tools Eraser

- Or you may click on the red X oval in the upper right corner of the ink layer

For additional information on the Ink Layer, visit
http://downloads01.smarttech.com/media/trainingcenter/flash/tutorials/3_theinklayer/inklayer.htm

If the Sympodium or Smart Device is not detected:

Belkin USB Peripheral Switch

The Switch gives multiple computers access to a single USB 1.1-compliant device—such as a printer, camera, scanner, touch screen, or an external storage device.

Legend

(yellow color)The device is connected to another computer or connection (e.g. laptop connection).

(Yellow-Green color)The device is currently connected to your computer (Right clicking on the icon will show the word "switch" grayed out)

(Red color)Another computer is using the device; the device is not allowed to switch between PCs at this moment (busy status).

Access the Belkin USB Device
There are two ways to gain control of the Belkin USB device:
1. Right-click on the USB status icon on your taskbar and select "Switch".

a) If the Belkin Icon does not appear in the task bar, click on the up arrow to show hidden icons

b) Click on" Customize"

c) Check "Always show all icons and notifications on the taskbar"

Always show all icons and notifications on the taskbar

d) Now you can right-click on the USB status icon on your taskbar and select "Switch".

2. Use hot key commands: Ctrl +F11, or for Mac OS, Alt + F11.

You are now able to use the connected USB device.