



# Smart Classroom Guide

Version 1.1

August 2007

## Smart Classroom Overview

The Smart Classroom provides means for the facilitator to use computer, electronics and paper media. Contents from any of these media can be viewed by the audience using a ceiling mount projector. Available devices are Resident PC (see details below), a DVD player, a VHS player, and a Document Camera. They are integrated in the instructor podium. A Laptop can also be connected using supplied cables in the podium reservoir.

Each of the devices can be selected and easily controlled by a touch panel interface mounted on the podium. This gives the facilitator intuitive access to these technologies.

### Resident PC Details

- Windows XP based PC
- Internet Connection
- Microsoft Office Pro (Word, Excel, PowerPoint, Access, Publisher)
- Adobe Acrobat Reader
- Media Players
  - Windows Media Player
  - Real Player
  - QuickTime
  -
- Computer Media
  - USB drive
  - CD
  - DVD
- No printer in Classroom

*Note: Instructors can also use computers in the Faculty Area on 3<sup>rd</sup> Fl*

## The Touch Panel



### **Turn On the AV System**

Press the touch panel to “wake up”

Press the touch panel again to start



**Please wait, the projector is turning on**

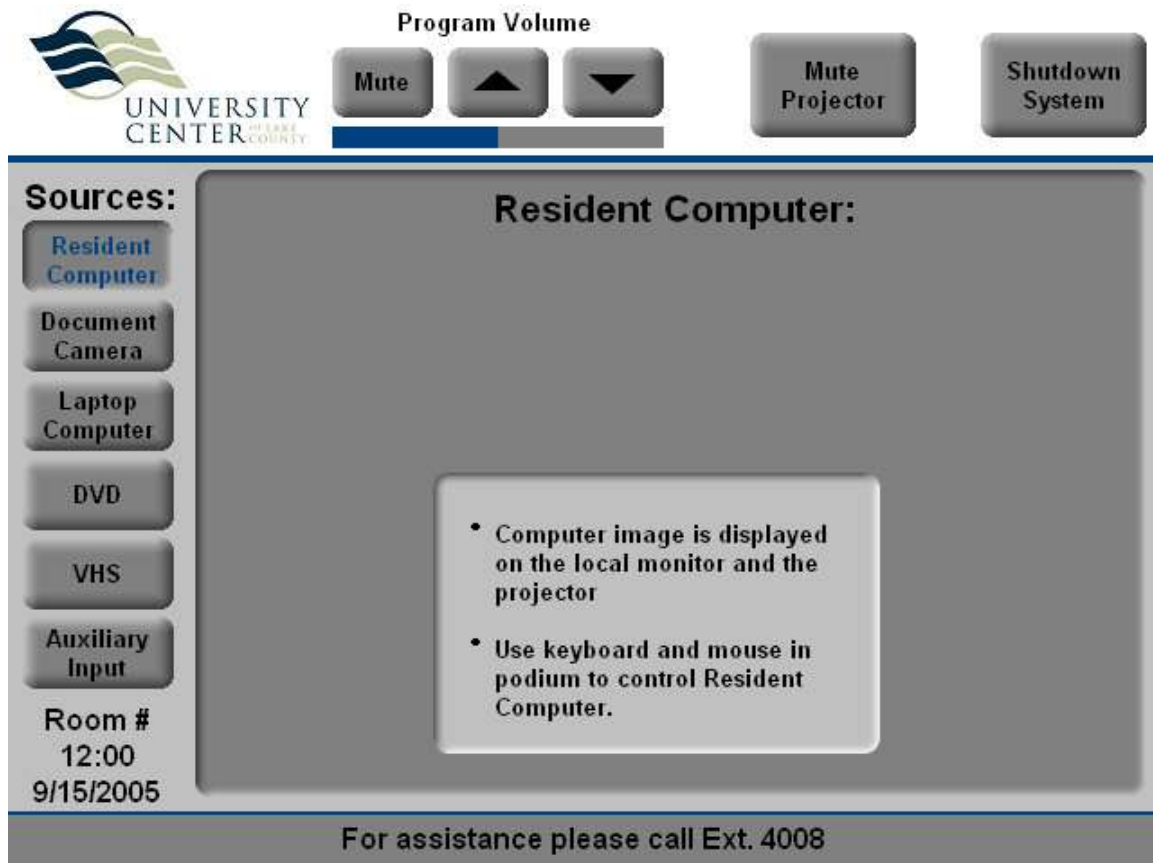


Room #  
12:00  
9/15/2005

For assistance please call Ext. 4008

This screen appears as the projector powers up.

## Resident Computer



This first screen appears with the **Resident Computer** selected.

On the top of the screen, there are controls to **Mute** and control the **Program Volume**. There is also a **Mute Projector** control. This allows the facilitator to turn off the projected image while selecting a PowerPoint or making preparations without the classroom seeing that preparation. When ready, the facilitator presses the **Mute Projector** button again and the image is displayed on the screen.

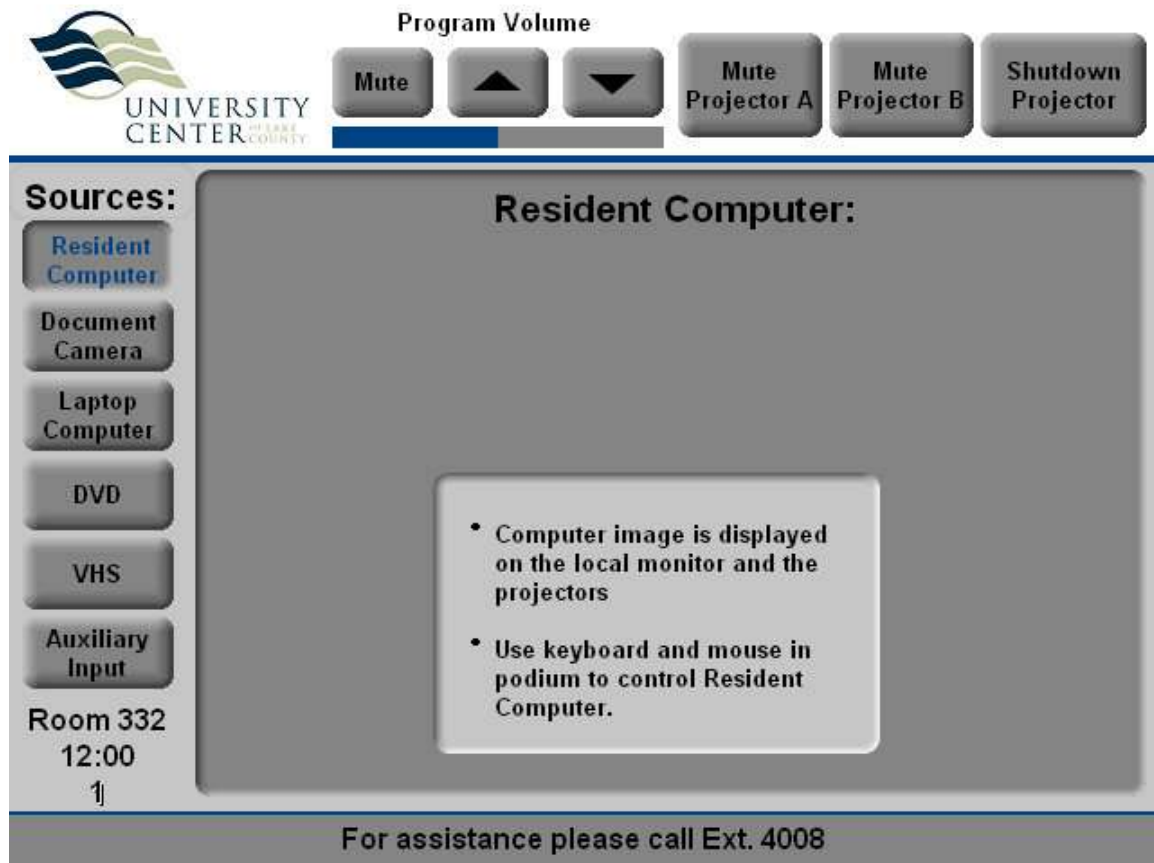
On the left side of the panel is a list of sources that can be selected and projected. The Room #, time and date are on the lower left and a number to call for technical support is displayed at the bottom of the screen.

Press any of the selections listed under **Sources** to select that device

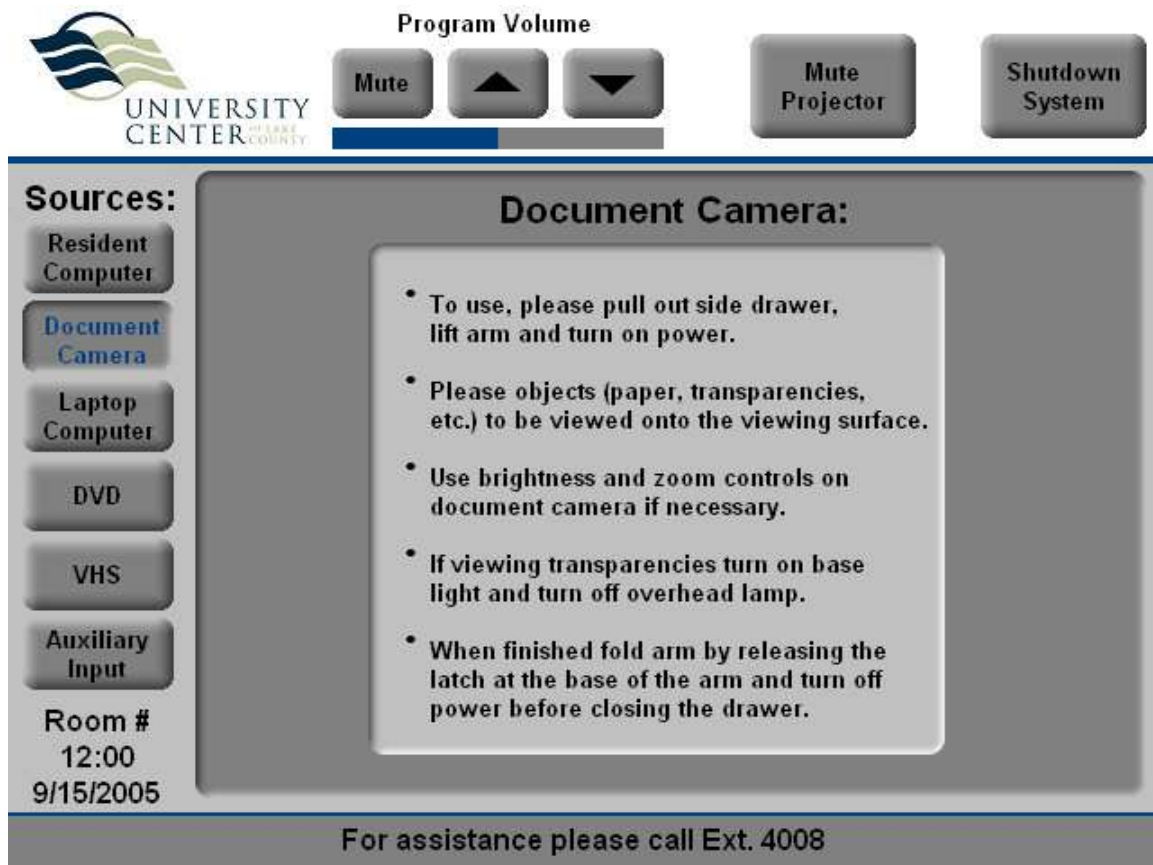
The computer is physically located in the podium. If the computer is off, press the power button on the PC. Internet access is available on all the computers.

After completing the class, restart the computer by going to the **Start** menu, **Shut down**, select **Restart** and **OK**.

For rooms with dual projectors, the screen will have two **Mute Projector buttons**. All other functions are the same.



## Document Camera



The document camera is in the drawer located on the side of the podium. With the drawer in the full open position, raise the camera arm until it clicks into position. Rotate the camera to position it, pointing straight down.

Press the **power button** on the document camera to power up.

Press the **Lamp button** on the document camera to help illuminate the document.

Other controls, such as zoom, rotate, freeze, and auto focus are located on the device. (Freeze allows you to remove the document or item from the document bed and the image will still be displayed on the screen.)

If you are using a transparency, turn off the overhead lamp and turn on the back light. The switch is located on the left side of the light box.

When finished, turn off the lamps and power to the document camera. Rotate the camera head counter clockwise one click. Press the release button located at the base of the camera arm and lower it to its full down position. Close the drawer.

## Laptop

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Program Volume

Mute

Mute Projector

Shutdown System

Sources:

Resident Computer

Document Camera

Laptop Computer

DVD

VHS

Auxiliary Input

Room #  
12:00  
9/15/2005

Laptop Computer:

- Pull out cables are provided for display, audio and internet connection
- Connect your laptop using necessary cables for your presentation
- Computer image is displayed on the projector
- It may be necessary to select external monitoring on your laptop

MAC help

PC help

For assistance please call Ext. 4008

A VGA cable, audio cable, internet cable, as well as an AC power outlet for the laptop is located on the top, far corner of the podium. The audio cable plugs into the head phone jack located on the laptop. The VGA cable plugs into the (usually blue) video connection on the laptop.

There are help buttons on the touch pad screen for connecting **MAC** and **PC** laptops.

## DVD



The DVD player is located in the podium. Load the CD into the player and use the controls on the touch panel to operate the device.

Hint: You can mute the projector and queue the program material by previewing it on the touch panel.

## VHS



The VHS player is located in the podium. Load the cassette into the player and use the controls on the touch panel to operate the device.

Hint: You can mute the projector and queue the program material by previewing it on the touch panel.

## Auxiliary Input

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Program Volume

Mute ▲ ▼ Mute Projector Shutdown System

**Sources:**

- Resident Computer
- Document Camera
- Laptop Computer
- DVD
- VHS
- Auxiliary Input**

Room #  
12:00  
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**Auxiliary Input:**

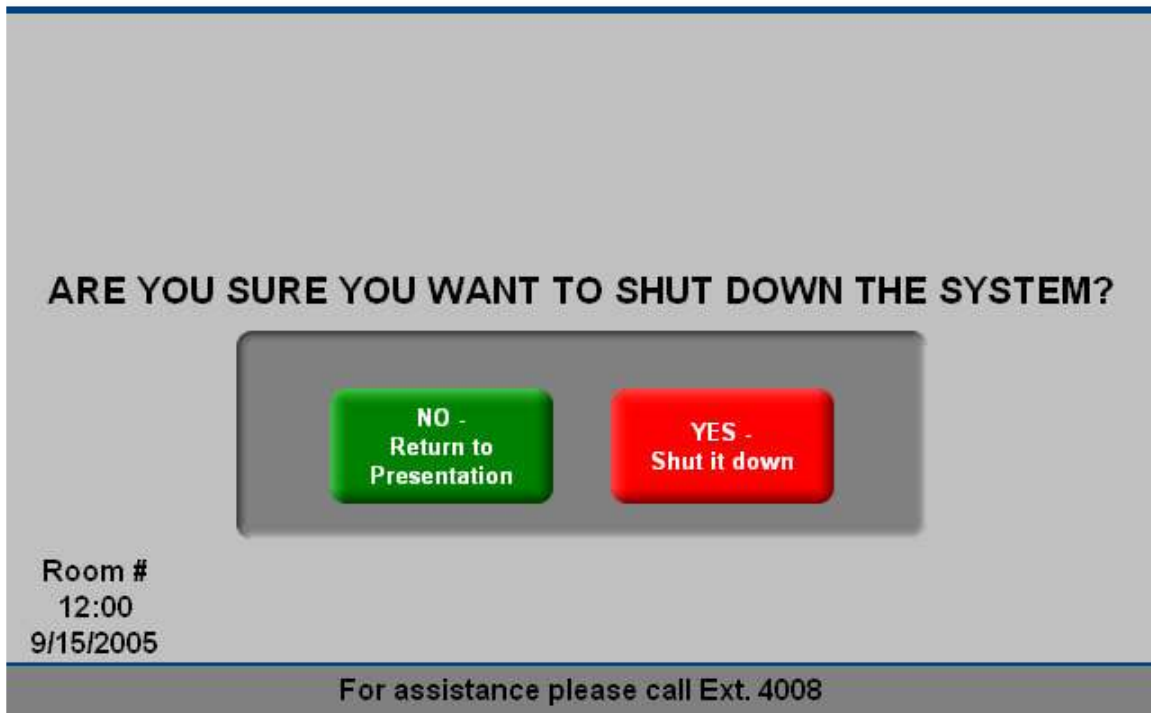
No Video Detected

- Pullout cables are provided for video (gold tip) and audio
- Connect audio or video device using the necessary cables
- Use controls on your device

For assistance please call Ext. 4008

RCA jacks are provided for connecting devices such as portable stereos or video devices. They are located on the top, far corner of the podium. The gold colored connection is for video and the silver connections are for audio.

## Shut down projector



Press **Shut down system** from any of the previous screens.

Press **Yes Shut it down**.

The following screen will appear and the projector will shut down.



**The system is powering down.  
Please check that podium doors are locked.**

Room #  
12:00  
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For assistance please call Ext. 4008

Note: This does not turn off the computer. Please, restart the computer by going to the **Start** menu, **Shut down**, select **Restart** and **OK**.

**If you need assistance, please call Ext. 4008.**