

# Smart Classroom User Guide

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## I. USING THE EQUIPMENT

Please report operational issues to the **Help Desk at 393-2640**.  
**For smart classroom/equipment training, please contact the Learning Technology Center at 393-1848.**

The list below represents the equipment available for use in MOST classrooms. There will be some variation in the equipment models among classrooms.

### 1 Keyboard and Mouse

Most smart classrooms are equipped with a wireless keyboard/mouse as well as a full-size connected keyboard/mouse. The wireless devices will work from anywhere in the classroom. (Please return mouse to charging cradle when done)

### 2 Document Camera

1. Unlock and pull out the side drawer of the cabinet. Set up the document camera and power **ON**; turn on any camera lights. Place document or object under the camera lens; zoom in or out as desired, the camera will Auto Focus. Note: To ensure proper white balance, **DO NOT** place documents under the lens until the doc camera (and lights) are fully powered on.
2. Press the **DOC** button, on the podium controller, to switch the source image (projector display) to the document camera.
3. When finished, power the doc cam **OFF** and return collapsed position; close and lock drawer.
4. Press **PC** on the podium controller, to switch the source image (projector display) back to the computer.

### 3 DVD / BLU-RAY

1. Turn on the Wacom Display and/or monitor.
2. Place the media in the Blu-Ray/DVD player.

- a. **Note**: Some DVDs (such as textbook publisher's) must be played from the PC using the **VLC media player** application. Load DVD in the PC DVD player, launch the **VLC shortcut** on desktop. In the menu, select **Media > Open Disc >** select "DVD" and "Disc device" location > Press **"Play"** in the VLC Open Media window.
  - b. Press **"PC"** as source on the Extron controller.
3. **Movie DVDs**: Press **BLU-RAY/ DVD** on the podium controller, to switch the source image to the movie/video.



4. If it does not start to play automatically, **use the DVD controls on the podium**. Note: Player should already be powered ON; If not, power on the DVD player from the front of the device.
5. When finished viewing, press **Stop on the podium DVD player control buttons** and remove the media. **DO NOT** turn off the player.
6. When finished, press **PC** on the podium controller, to switch the source image (projector display) back to the computer.

### 4 Laptop

VGA/audio and/or HDMI cables, for a laptop connection are located in the podium cable cubby.



1. Connect your laptop, then power it **ON**.
2. Press **"ON"** to power on the projector; Press **LAPTOP**, on the podium controller, to switch the source image (projector display) to the laptop.
3. When finished, press **PC** on the podium controller, to switch the source image (projector display) back to the computer.

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## 5 Apple TV

Some classrooms have an Apple TV.

1. Turn on the monitor or SMART Podium.
2. Press **LAPTOP** as the display source on the podium controller.
3. Enable AirPlay on your device.
4. Choose the building name/room # and enable Mirroring.
5. Enter the AirPlay Passcode displayed.
6. When finished, disable Mirroring and AirPlay mode.
7. Press **PC** on the podium controller, to switch the source image (projector display) back to the computer.

## II. TEACHING WITH the WACOM DISPLAY

Most classrooms are equipped with a Wacom display; the Wacom is the PRIMARY display and the classroom projector will mirror what is showing on the Wacom.

Use the tethered stylus to control and write in 'digital ink' using Microsoft applications. The Stylus may need "calibrated" to align properly. **Calibration is user specific.**

### 1 To calibrate the WACOM DISPLAY:

1. **Click on the Start Menu,** this will display a folder named **Wacom Tablet**. After clicking on the attached drop-down arrow **Wacom Desktop Center** and **Wacom Tablet Properties** will appear. **Choose Wacom Tablet Properties.**



### 2. **Wacom Tablet Properties:**

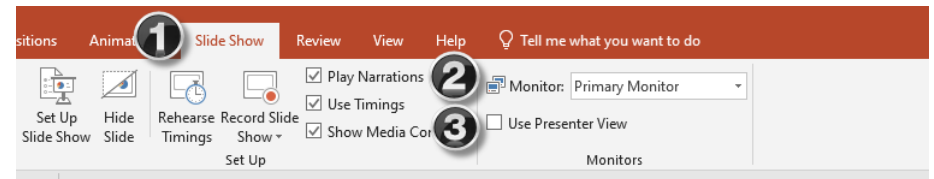
- a. Ensure that the Pro Pen 2 tool is there. If it does not appear, tap the pen to the screen.
- b. Click on the Pro Pen 2 tool icon to bring up a new screen allowing you to begin calibration. After clicking Calibrate, choose the monitor you are using from the drop-down section.
  - i. **NOTE:** The monitors are labeled differently for each room. If the monitor you choose is incorrect, press the Esc key and choose the other option.
- c. Tap the crosshair as it appears in each corner of the display with the pen.
- d. Then select OK to complete the calibration.

## IV. POWERPOINT DISPLAY TIP

With two monitors in the classroom, you may need to make a PowerPoint setting change for the PowerPoint presentation to show correctly when projected. The Wacom display is the **primary monitor** and the PowerPoint 'slideshow' should appear on the Wacom display.

In the PowerPoint application:

1. Choose the **Slide Show tab** from the ribbon
2. Select **Primary Monitor** from the Monitor drop down menu
3. If not already done, uncheck **'Use Presenter View'**



Switch your presentation to slideshow mode to confirm the correct view is projected.

**Contact the Learning Technology Center at 814-393-1848 for assistance if needed.**