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.

❶ **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)
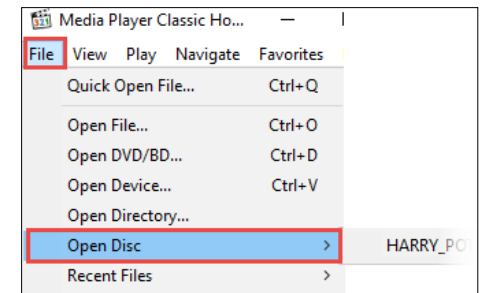
❷ **Document Camera**
1. Unlock and pull out the side drawer of the cabinet. Set up the document camera and power **ON;** turn on any camera lights. Place document or object under the camera lens; zoom in or out as desired, the camera will Auto Focus. Note: To ensure proper white balance, **DO NOT** 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.

❸ **DVD / VCR / BLU-RAY**
1. Turn on the monitor or SMART Podium display.

2. Place the media (DVD, tape OR Disc) in the DVD/VCR (or Blu-Ray) player.

a. **Note**: Publisher DVDs must be played from the PC using **Media Player CLASSIC**. Load DVD, launch the Media Player Classic shortcut on desktop (MPC-HC x64). In the menu, select File > Open Disc

3. Press **DVD / VCR / BLU-RAY** on the podium controller, to switch the source image (projector display) to the video.
a. If using **Media Player Classic**, Press **PC.**

4. If it does not start to play automatically, *use the DVD/VCR player controls on the podium.* Note: Player should already be powered ON; If not, power on the DVD/VHS player from the front of the device.

5. When finished viewing, press **Stop** *on the podium DVD/VCR 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.

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

1. Turn on the monitor or SMART Podium.

2. Connect your laptop, then power it **ON**.

3. Press "**ON**" to power on the projector; Press **LAPTOP,** on the podium controller, to switch the source image (projector display) to the laptop.

4. When finished, press **PC** on the podium controller, to switch the source image (projector display) back to the computer.

❺ **Apple TV**
Note: Not all classrooms are equipped with 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.

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4. Choose the building name/room # and enable Mirroring.
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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.
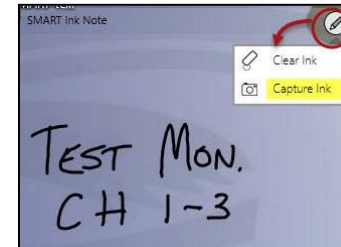
II. TEACHING WITH the SMART® PODIUM

Most classrooms are equipped with a SMART Podium interactive pen display; use the tethered stylus to control and write in 'digital ink' over any computer application.

❶ Using the SMART® Podium Interactive Pen Display

Press the Power button in the lower left corner to turn on display. Use the stylus attached to the SMART Podium display to draw on the screen. **NEVER** write on the screen with markers or pens.

Pen colors and function buttons

POWER

1. **PRESS the arrow button** to use the stylus <u>as you would a mouse</u>. Tap once to open files and hyperlinks. Tap twice to open folders.

2. **WRITE in digital ink over any application***:
    a. Open your file or an application. Use the pen tool buttons across the top of the display to select a digital ink color. "Write" over the displayed content using the stylus.
    b. To 'erase' digital ink, press the eraser button and move the stylus over the digital ink you wish to erase.
    c. Alternatively, use the floating toolbar on the left side of the display to select tools.
        To save/capture digital ink notes, see "4. CAPTURE".

* Exceptions: EDGE browser, MS Word and Excel use Microsoft Ink.

3. **CREATE digital ink notes from the desktop:**
    a. Use the pen tool buttons to select a digital ink color.
    b. Touch the stylus to the desktop to open SMART Ink Notes and begin writing**;** the frame will expand as needed, or touch the stylus to the lower right corner and drag diagonally to create a larger writing area.

c. Use the Capture tool in the SMART Ink menu to save. (Figure 1)

Figure 1: Smart Ink menu

4. **To CAPTURE/SAVE digital ink**:
    a. Press the capture button (Figure 2) on the SMART Podium to capture annotations as an image file; or, select the capture link in the SMART Ink menu. (Figure 1)
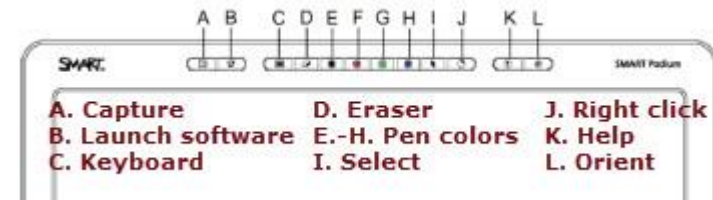   b. You will be prompted to choose where to store the capture.

A. Capture   D. Eraser   J. Right click
B. Launch software E.-H. Pen colors K. Help
C. Keyboard   I. Select   L. Orient

Figure 2: SMART Podium Function buttons

5. **SMART Ink floating tool bar:**
    a. Pressing any pen tool button on the Smart Podium will display the Smart Ink floating tool bar. (Figure 3) Position the toolbar anywhere on the screen using the mouse or pen stylus to drag.

    Figure 3

    b. Tap the pen icon to show the pen tool options and other tools. (Figure 4)

    c. To make changes to any SMART Ink defaults, or disable Smart Ink completely, click the **Settings** icon.

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d. PowerPoint uses SMART Ink by default in presentation mode enabling you to choose a pen color from the SMART Podium. Word and Excel use Microsoft Ink by default - you must choose the pen color within the application and use the stylus in "mouse mode" (arrow button).

6. **USE SMART Notebook 16 software:**
    a. Quickly launch Smart Notebook 16 by pressing the Notebook software function button (Figure 5) at the bottom of the display area. Or, double click the SMART Notebook 16 icon on the desktop.

    b. Save new pages as a Notebook file, or export page(s) as a .pdf, .ppt, image file, or web page. (File > Export)

    c. Please go to **www.clarion.edu/ltc** and navigate to **Instructional Technologies > Classroom Technology** > **Smart Classroom** for a complete SMART Notebook user guide.
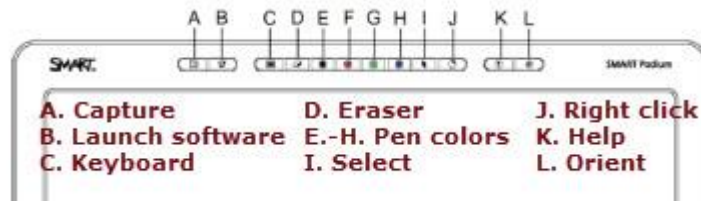
Figure 4

Figure 5: SMART Podium Function buttons

❷ **Adjusting the SMART® Podium Smooth Tilt Stand**

The SMART Podium display can be angled up or down to accommodate ease of use.
    a. Adjust the height of the interactive pen display by pressing the Smooth Tilt Stand lever at the top/back of the display to recline the angle of the unit.