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Welcome
to the new technology in Moreland Hall’s classrooms: 330, 332, 334, and 362.

This manual provides directions for using the new equipment, which is the same in each room, the only difference being the shape of the teaching station.

Each room has the following equipment:
- Computer
- Sympodium
- DVD/VCR player
- Document Camera
- Projector

A quick-start fact sheet is pasted on the desk. For more detailed instruction, you can visit Media Services, or check out the Sympodium manual, located in the back, for more specific tasks and advanced use.

Demonstrations and personal tutorials can be arranged to assist in getting acquainted with the system. Please contact CMC's main office to make arrangements or if any problems occur with the system by using the help phone located in each classroom. The help phone hours are from 7:30 a.m. – 7:30 p.m., but you can leave a message after hours.
When you are finished using the enhanced system for the class, log off and close doors please.

The projector takes 90 seconds to cool down after being turned off before it will turn back on.
Starting Out

Unlocking the Station
To use any of the equipment at the station you will need to log on using the code that Media Services has provided you. This code will stay the same for the duration of your employment at OSU. The black console (touch panel) with the small screen is the “remote control” for all the items at the station.

Also at this time, adjust the keyboard and monitor to your personal comfort. If the swing arm on the monitor feels loose please inform the office.

Touch Panel Operation
- Touch the TOUCH PANEL screen next to the computer monitor. (might be black because of a screen saver)
- Enter the 4 digit "ACCESS CODE"
- You will hear the doors of the station unlock, and the system has power.
- Open the doors completely and push them into the cabinet (you may need to “jostle” the doors to disengage the locks).
Projector
To use the projector you must select a source which will turn on the projector.

To control the projector’s image for smooth presentations click on Projector and then select the following options:

- Freeze Image
- Unfreeze Image
- Blank Image
- Image Normal

Selecting Source
- On the touch panel, press the SOURCE button on the lower right hand corner of the panel. It will prompt you to choose one of these choices:
  - Laptop
  - Computer
  - VCR
  - DVD
  - Document Camera.
- Select the device you would like the projector to project.
- Note: It will take a moment for the projector to display a new object when switching between sources.
Computer

Selecting Source

- On the touch panel select source and then select computer.
- The projector will automatically be tuned to the proper input
- **The Computer power must be turned on manually** by pressing the power switch located at the center of the computer tower
- Hit “CTL”, “ALT” & “DELETE” simultaneously when prompted to do so and log in using one of the following methods:
Logging In

Logging in if you are doing a presentation from ONLY the local computer

1. Enter “Classroom” for USER NAME
2. PASSWORD BOX should be left BLANK
3. IN THE THIRD BOX, select the room you are in (it will say “This Computer”)

Logging in if you would like access a “Drive” in your department that is on Active Directory

1. Enter in “USER NAME”
2. Enter in your “PASSWORD”
3. “SCROLL” to the specific directory (CN, ONID: these both will require their unique log-in information)

Drives for the Computer

- Computer is equipped with CD/DVD player, 3.5 inch floppy drive, a 250 MB zip drive, and flash drives (USB ports).
- Eject button for all drives are located below each drives’ tray. You must eject the flash drive before removing or documents may be damaged. *(The zip disc may also be ejected by going to “My Computer” and right-clicking the mouse on the zip disk button and selecting eject).*
Laptop

Selecting Source
Once Laptop is selected on the touch panel as the source, you will need to follow the next few steps to plug in your laptop.

Setting Up your Laptop
- You need to plug your computer into the lowest VGA port on the rack system (you will see 3 lined up on the same rack system)...the port labeled “LAPTOP”
- A cable is provided and is located inside the teaching station
- Make sure the laptop is set to the proper display mode to project the image to the projector.

Please leave Laptop Cable inside locked teaching station when finished
**Interactive Computer Screen**

The monitor works as a regular computer monitor, but it also has interactive software that allows the user to annotate on the screen.

By using the pen and the buttons on the screen task bar as well as the buttons in the top frame of the monitor, you can control and manipulate items on your screen, create or remove digital ink, or instantly activate programs.

**Note:** You can interact with the screen only if the SMART Board tools are running on the computer. You’ll know the SMART Board tools are open if you can see the SMART Board icon in the system tray or the Dock.

Use the pen tool buttons to control how the screen responds to your presses. You can use the pen tool buttons to
- left-click (sometimes referred to as Mouse mode)
- right-click
- write digital ink (in black, blue or red)
- erase when you press the screen.
Clicking and Mouse Mode

When you press the Left-Click pen tool button, each screen press is interpreted as a left-click until you press a different pen tool button. When you press the Right-Click pen tool button, the next contact with the interactive screen is interpreted as a right-click. The top and bottom of the monitor have 5 buttons:

Top of screen
1. Mouse Mode
2. Red Ink
3. Black Ink
4. Blue Ink
5. Something

Bottom of screen
1.
2.
3.
4.
5.
Writing on the Screen
When the SMART Board tools are running you can use the pen tool buttons to create notes over any computer application. To create notes, press one of the Digital Ink pen tool buttons, and write or draw on the screen, just as you would write or draw on paper. As you do so, a stream of digital ink follows your stylus.

Tip: You can change to properties of the digital ink, including its color, line thickness, line style and transparency.

Using the Eraser
When you press the Eraser pen tool button, you can touch the screen to remove your notes. Just drag the tool over the notes you want to erase.
Controlling What Your Audience Sees

When you’re presenting, take a moment to consider what the audience sees. You should maximize applications to take advantage of the large screen. Full screen views, like the one available in Notebook software, are also easier for audiences to see.

The Magnifier

If there’s a detail on the screen that you want everyone to see, use the Magnifier to enlarge it. Press the SMART Board icon in the system tray, and then select Other SMART Tools>Magnifier. Drag the smaller window over the screen area, and view the magnified results in the larger window. Press the Close button in the larger window to close the Magnifier.

The Screen Shade

Use the Screen Shade to hide content on the screen until you’re ready to reveal it. Press the SMART Board icon and select Other SMART Toll>Screen Shade. The entire screen is then covered by a shade. Handles at the top, bottom and both sides of the shade allow you to drag it to selectively reveal the screen contents from any direction. To remove the Screen Shade, press the Close button in its upper-right corner.
**The Spotlight**

Use the Spotlight to illuminate a portion of the screen. Press the SMART Board icon and then select Other SMART Tools>Spotlight

Like a theatrical spotlight that illuminates the principal actor on stage, this tool reveals only a specific area of your screen, while the rest of the screen is dimmed or completely hidden. As a result, your audience focuses on what’s important.
VCR

Selecting Source

- Once VCR is selected on the touch panel as the source, the projector will automatically turn on, tuned to the proper input.
- The panel will change to control buttons: These buttons on the panel will control the VCR once the tape is inserted into the VCR.
  - Exit
  - Vol[ume] Up
  - Mute
  - Vol Dn
  - Eject
  - Play
  - Stop
  - Pause
  - FFWD
  - RWD

- The volume level also is controlled on the touch panel (left side). **NOTE: Each touch is an incremental increase/decrease in volume level**
- The tape can be ejected manually, but is always ejected automatically once you log out of the system.

There is no need to turn the power off on the VCR; logging out will do so for you.
DVD

Selecting Source

- Once DVD is selected on the touch panel as the source, the projector will automatically turn on, tuned to the proper input.
- The panel will change to transport buttons: PLAY, FASTFORWARD, REWIND, PAUSE. These buttons on the panel will control the DVD once the tape is inserted into the VCR.
- Select “More” at the bottom of the screen for navigation control and to access the DVD unique menu. Press Escape to exit the “More” menu.
- The volume level also is controlled on the touch panel (left side). **NOTE: Each touch is an incremental increase/decrease in volume level**
- The DVD can be ejected manually, but is always ejected automatically once you log out of the system.

There is no need to turn the power off on the DVD, logging out will do so for you.
Document Camera

Selecting Source

- The light on the Document Camera will turn on immediately after you make the selection, and the projector will tune into the Camera.
- Lift the arm of the Camera and place documents on the surface.

Touch Panel

Manipulating the image:

Focus

Document Camera is pre-set to Auto Focus. This mode can be turned off and focus can be operated manually via “MAN” focus located on the camera arm.

Zoom

Zoom wheel on the camera arm can be used in lieu of touch panel controls.
**Freeze**

(so that you can leave image on the screen while setting up your next image)

Freeze Button freezes current image, press a 2\textsuperscript{nd} time to unfreeze and display new image this can be done on the camera arm or on the touch panel display

**Rotate**

Rotate: Push the touch panel button one time for each 90 degree rotation

**Iris**

Adjust color – use touch panel buttons to adjust more or less brightness with “Iris” or crisper “Text”

**Text**

Can adjust the sharpness of the image to read a page of text with better quality. Check the projected image to see actual result.

**Saving And Printing Images**

**Saving**

MEMORY can be used to store up to 9 images, called “slides” during presentation. These images are ONLY saved temporarily unless you specifically save to a file on the hard drive/share drive/USB drive, etc.
Shutting Down
Allow enough time to shut down and log out at the end of class.

- Remove any disks and drives from computer
- Log out and shut down computer
- Re-adjust keyboard to underneath desk
- Use Touch Panel to log out of station
- Close cabinet doors
Appendix

SMART Board Manual

Wolfvision Manual