



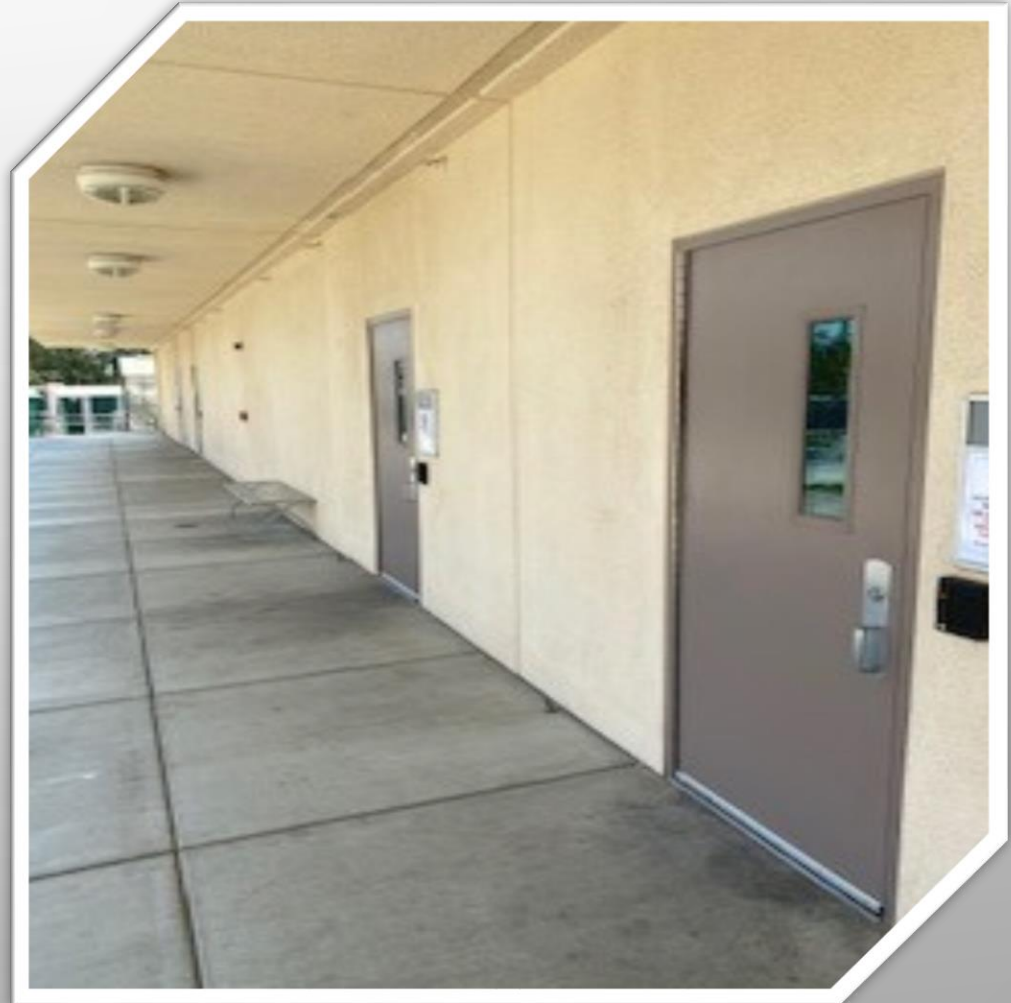
CLASSROOM TECHNOLOGIES

SMART PEOPLE
SMART CLASSROOM

Information
Technology Services
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CLASSROOM TECHNOLOGIES

- Classroom Equipment Overview
 - Basic classroom equipment
 - Hybrid capable
- Operating the Equipment
 - Getting started for the first time
- ITS Support Offered



CLASSROOM EQUIPMENT OVERVIEW

TYPE OF EQUIPMENT IN CLASSROOM

- Basic Classroom
- Projector
 - Hitachi or NEC.
- TV Monitor
 - Most classrooms have one.
- Desktop or Laptop
 - Lenovo Laptop
 - Lenovo All In One
 - HP All In One



WORKSTATION - ALL IN ONE



HP ALL IN ONE

This unit is called an All In One because the monitor also houses the actual computer parts like the CPU and the power supply. It also has a camera at the top of the monitor that pops out when you push down on it, which adds to the sleek design.



LENOVO ALL IN ONE

This unit is very similar to the HP but tend to be a little older. The camera is also at the top of the monitor, but it's not hidden as it's part of the monitor frame.

The Difference

- The difference in this models can vary because they all can have better components regardless of age of the unit.

PROJECTOR

- Projector
 - In Tech arts
 - Most Common Model
 - G classrooms
- Power on/Off



A/V SWITCHERS IN CLASSROOMS



HYBRID CLASSROOMS UPDATES

- G Building

- Lenovo AIO (Upgraded Window 10)

- G3
- G6
- G10

- Science Building

- please use your own laptop and Ethernet cable available
 - Science 1 Science 2
- Science 3 1 Laptop
- Science 4 1 Lenovo Laptop

- ETEC Building

- Lenovo AIO Windows 10
 - ETEC 1
 - ETEC 2

BEFORE YOU START YOUR FIRST CLASS

- You may come into the classroom 20 min before the first class starts
- Read the instruction sheet tapped near station
- Check the cable connections
- Depending on the classroom you may need to make sure that A/V switch is working properly, it may need a reset.
- If the use of a remote control is necessary, check the batteries – missing 😞
- Test the sound

IN THE CLASSROOMS

- When you bring your own equipment:
 - Remember to have any adapter that you may need.
 - For example, a VGA to HDMI adapter may be needed as most extensions for an extra pc will be VGA.
 - Picture here
 - The audio cable will still be need to be plugged in to your device's headphone input.



IN THE CLASSROOMS

- Remember that if you have an Apple product you will need the specific adapter for it. We do not keep extras, so make sure and put in a request for one soon if you need one.
 - As you can see a VGA to HDMI adapter will still be needed.
- Turn on the computer.



OPERATING THE EQUIPMENT IN THE CLASSROOMS

- Decide whether you need to use the projector, the TV monitor or both.
- Let's start with the projectors



OPERATING THE EQUIPMENT IN THE CLASSROOMS

- First turn on the unit, this could take a moment. If it does not respond, press the **AV reset** button.
- Push the **ON** button to turn on the projector. Then press the **PC** button to display the PC on the projector.
- To view the Blu-ray on the projector you can press the DVD/VCR button, make sure the Blu-ray is **on**.



BEFORE YOU START YOUR FIRST CLASS

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- Read the instruction sheet tapped near station
- Check the cable connections
- Depending on the classroom you may need to make sure that A/V switch is working properly, it may need a reset.
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OPERATING THE EQUIPMENT IN THE CLASSROOMS

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- Push the ON button to turn on the projector. Then press the PC button to display the PC on the projector.
- To view the Blu-ray on the projector you can press the DVD/VCR button, make sure the Blu-ray is on.



OPERATING THE EQUIPMENT IN THE CLASSROOMS

- First **turn on** the unit, this could take a moment.
- Click on the Center **Projector** Power, this will turn on the projector. The LCD Display will turn on the TV monitor.



OPERATING THE EQUIPMENT IN THE CLASSROOMS

- Turn on Side Projector if your classroom has that capability.
- Once it's on, chose whether to display the same screen (PC or Blueray) or individually on the respective projector.



OPERATING THE EQUIPMENT IN THE CLASSROOMS

- You can choose what will be displayed on the Projector by choosing Individual screen, then HDMI for the PC or Blu-ray Player for the DVD player.
- To chose what will show on the TV monitor, push the Dual screens button, followed by pressing the button for what you want to display.



OPERATING THE EQUIPMENT IN THE CLASSROOMS

- This unit is always on, but the projector and TV monitor needs to be turned on with their respective remotes.
- Push the **ON** button to turn on the projector. Then press the **PC** button to display the PC on the projector or **DVD**.
- To turn **off** the projector, the tv or both, hit the off buttons at the bottom of the panel.



AUDIO

FAQ & TROUBLESHOOTING

- You always can call help desk.
However, if the help desk person is not available,
- There is no Sound!!

NO Sound from the system

Check the Volume controls on the bottom of the Touch Panel



-If using the Classroom PC, check to make sure the PC is Not Muted. Look in the lower right of the desktop for the speaker icon. You can click on the icon to raise the volume.

-If projecting from your laptop, make sure the 3.5mm audio cable is plugged in to your headphone port.

LAPTOP WILL NOT DISPLAY

Laptop will Not Display

You may connect a laptop to the projection system using either the **VGA** or **HDMI** cable.



1. To connect your laptop using the **VGA** cable, attach the VGA/video cable to your laptop. Next, locate the headphone jack on your laptop, and plug in the 3.5mm stereo/mini VGA/audio cable for the sound playback. Select the VGA laptop button on the touch panel to display your laptop on the system.

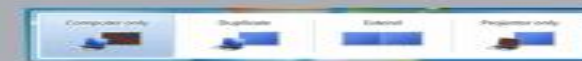
2. To connect your laptop using the **HDMI** cable, attach the HDMI cable to the HDMI output port on your laptop or Mac Minidisplay adapter. Both video and sound should be transmitted over the system when HDMI laptop is selected on the touch panel.

Mac OS - Under the Apple Menu, follow these steps:

1. Go to the **Apple Menu**, click on **System Preferences**
2. Select **Displays**
3. To **Mirror** your display, place a check in the bottom left next to **Mirror Displays**.
4. To **Extend** your Display, uncheck **Mirror Displays** box.



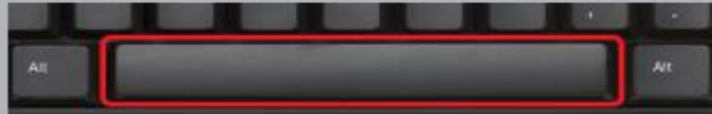
Windows OS - On the keyboard press "**WIN**" + "**P**" to open the Display Options. Select **Duplicate** or **Extend**.



PC WILL NOT DISPLAY

Classroom PC will Not Display

-Press the Spacebar on the keyboard to wake it up.



-Check the Classroom PC Power status button.

-If the PC is OFF, press the **power button** to boot the PC.



-If the **Power button** fails to boot or wake the PC after pressing the **Power button**, do as follows:

Call the **IT Help Desk** at (315)781-4357 for Urgent classroom assistance by our IT support staff.

THERE IS NO CAMERA!!

- There is no camera!!

THE MONITOR DOES NOT LIGHT UP

- The monitor does not light up

PROJECTOR DOES NOT TURN ON

Projector does not turn ON

-If the Projector does not turn ON after correctly selecting a device on the Touch Panel, check the following:

1. Reselect a **PC/Video Device** on the Touch Panel.
2. Take a look at the Right/Front of the projector to see if the projector is ON/OFF, or in Standby.

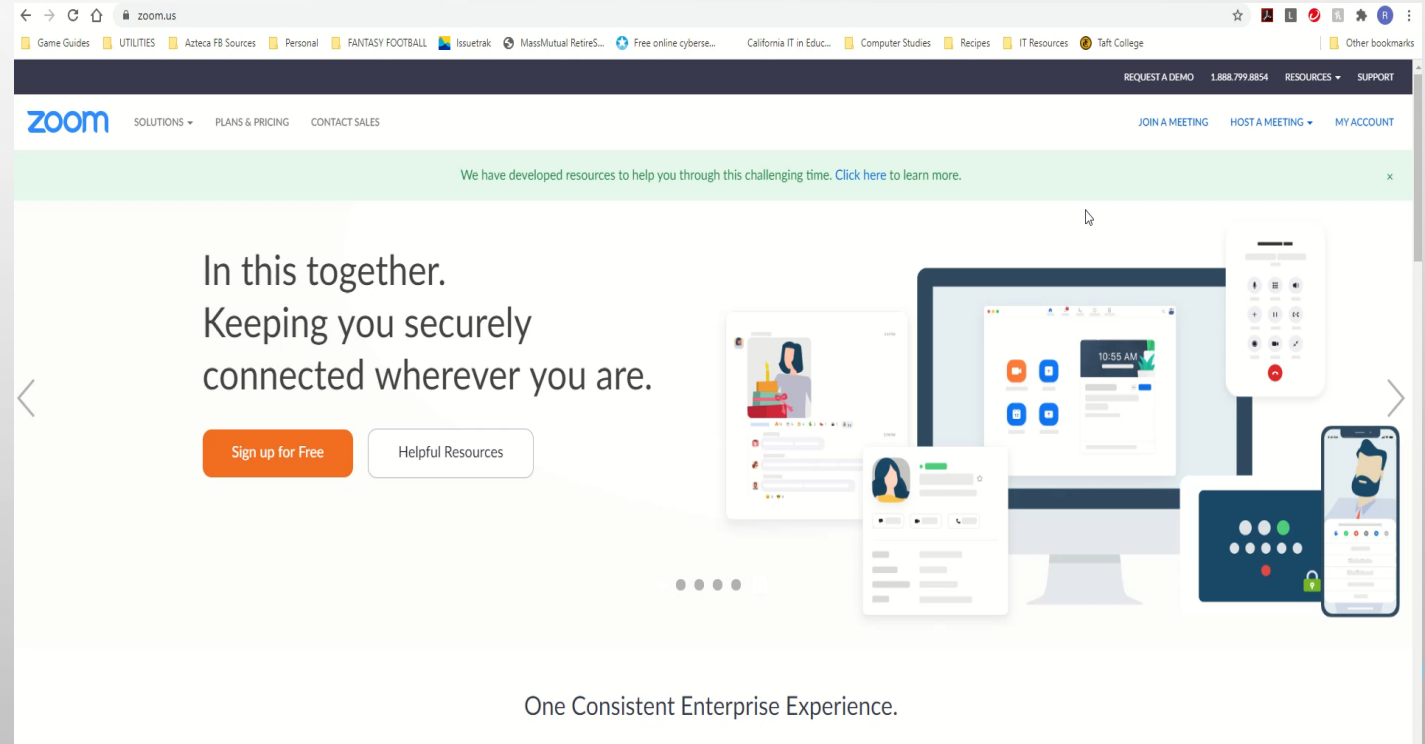
***Note:** If the Green Light is flashing, check to see if the **video blank** button is highlighted on the touch panel.*



3. If the Touch panel is non-responsive to touch, Call the **IT Help Desk** at (315)781-4357 for Urgent classroom assistance by support staff.

ZOOM TIPS

- Ask students to 'mute'
- Do not move too far from the audio
- Two cameras help if you have



INCORPORATION OF ZOOM

- Speak: you're face-to-face with the class while ensuring you're at the appropriate distance from the microphone for the best audio experience.

ITS SUPPORT OFFERED

- Hands-on training – in classroom setting (recommended)
- Per request and staff available - in-classroom help at the beginning of the first class.
- Help Desk Call – ext. 7737
- Submit a Ticket for Service Request
- ITS website Resources: in development



QUESTIONS?

THANK YOU!

