

# Technology Instructions

for General Purpose Classrooms

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# General-Purpose Classroom Technology Instructions

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## Starting the system

To turn on the projector, press **DISPLAY ON**, or touch **System Start**

## Choosing an input

Once the system is ready, choose the source to display.  
*Items marked with a • may not be available in all rooms.*

- PC** The computer inside the lectern.
- LAPTOP** A laptop with a video/audio cable.  
(See page 2 for specific instructions)
- **DVD** The Blu-Ray player inside the lectern.
- HDMI** Connect a device with an HDMI cable.  
(See page 2 for specific instructions)
- **AUXILLARY** Connect a device with composite (  ) connections.
- **DOC CAM** To use the document camera inside the lectern.

## Making Adjustments

- **AUTO IMAGE** Adjusts the image on the projector
- VOLUME ▲** Raises the volume
- VOLUME ▼** Lowers the volume
- MUTE** Mutes system volume

## Shutting Down

To turn off the projector and audio system, press **DISPLAY OFF**

Confirm by touching the **YES** button on the screen.

After confirmation, the system will be unusable for 90 seconds.

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## Connecting external devices to the system

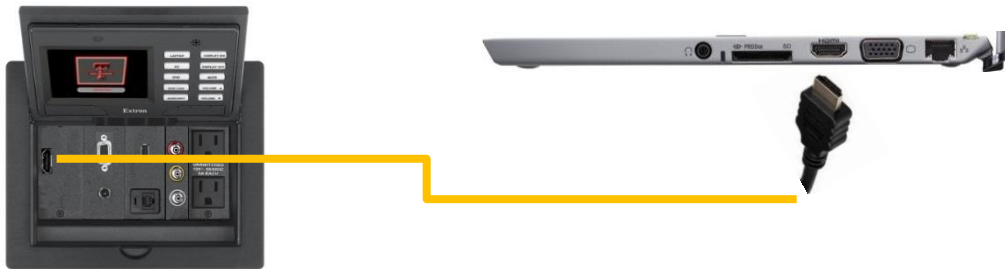
### Connecting a laptop via video/audio cable

Connect an audio cable to your laptop's headphone jack, and a video cable to your laptop's VGA port. Connect the other end of the cables to their respective ports below the touch panel.



### Connecting laptops via HDMI

Connect your HDMI cable from your laptop's HDMI-out to the HDMI port below the touch panel.



### Connecting a device via composite cables

Connect each jack of the composite cable to the matching-color jack on the device. Then, plug the cable in below the touch panel.



### Connecting a device via USB



For your convenience, a USB port is located below the touch panel.

## Using the Microphone

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This room has a wireless microphone, located in the top-right lectern drawer. To use the microphone, first unravel the longer cable connected to the transmitter.



Clip the microphone element at the end of this cable to your lapel or another comfortable location, looping a bit of the cord into the clip to avoid background noise.



Turn on the transmitter by holding down the power button for about one second, or until the screen glows **green**.



### Adjusting Microphone Volume

If the microphone is too quiet or too loud, you can adjust the volume from the touchscreen interface. With the system on, press **Back** in the upper-left corner.

From these options, select **Mic** in the upper left corner, above the Double-T logo.

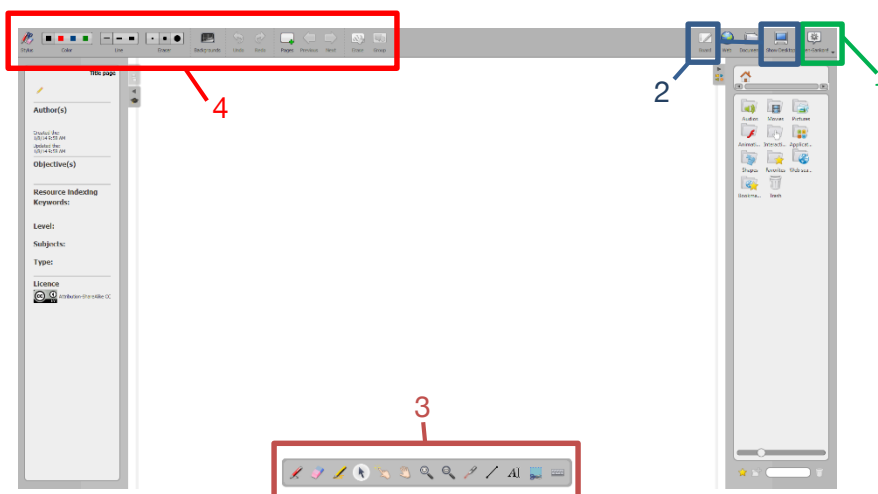
Adjust the microphone volume as necessary, then press the white button corresponding to your source to return to the source control screen.

## Using the annotation software



The annotation software installed on the PC is Open-Sankoré, an open-source whiteboard simulator. To open it, double-click its icon on the desktop.

By default, the program opens in full-screen **Board** mode. There are four areas of interest on this screen:



### 1 – Menu

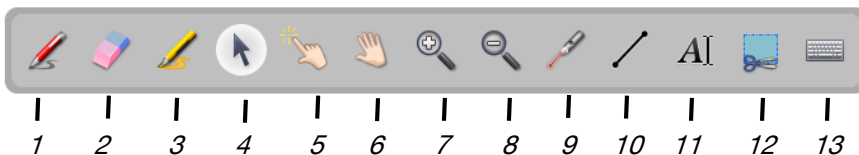
This button is similar to the **File** menu on most Windows programs. From here, you can cut, copy, paste, and **quit** (Alt+F4) the program.

### 2 – Modes

The most commonly-used modes are **Board** and **Show Desktop**. **Board** is the mode shown above. **Show Desktop** will display the PC's screen with a toolbar to annotate it. For more information on using Show Desktop mode, see the next page.

### 3 – Tools

These are the tools used to annotate/write on the screen.



1	Pen	<i>Write on the screen</i>	8	Zoom Out	<i>Make screen smaller</i>
2	Eraser	<i>Erase annotations</i>	9	Laser Pointer	<i>Emphasize onscreen elements</i>
3	Highlighter	<i>Highlight onscreen text</i>	10	Line	<i>Draw a line</i>
4	Mouse	<i>Control the PC</i>	11	Add Text	<i>Type on the screen</i>
5	Interact	<i>Move annotations</i>	12	Snip	<i>Capture a part of the screen</i>
6	Scroll	<i>Move board up and down</i>	13	Keyboard	<i>Shows a virtual keyboard</i>
7	Zoom In	<i>Enlarge the screen</i>			

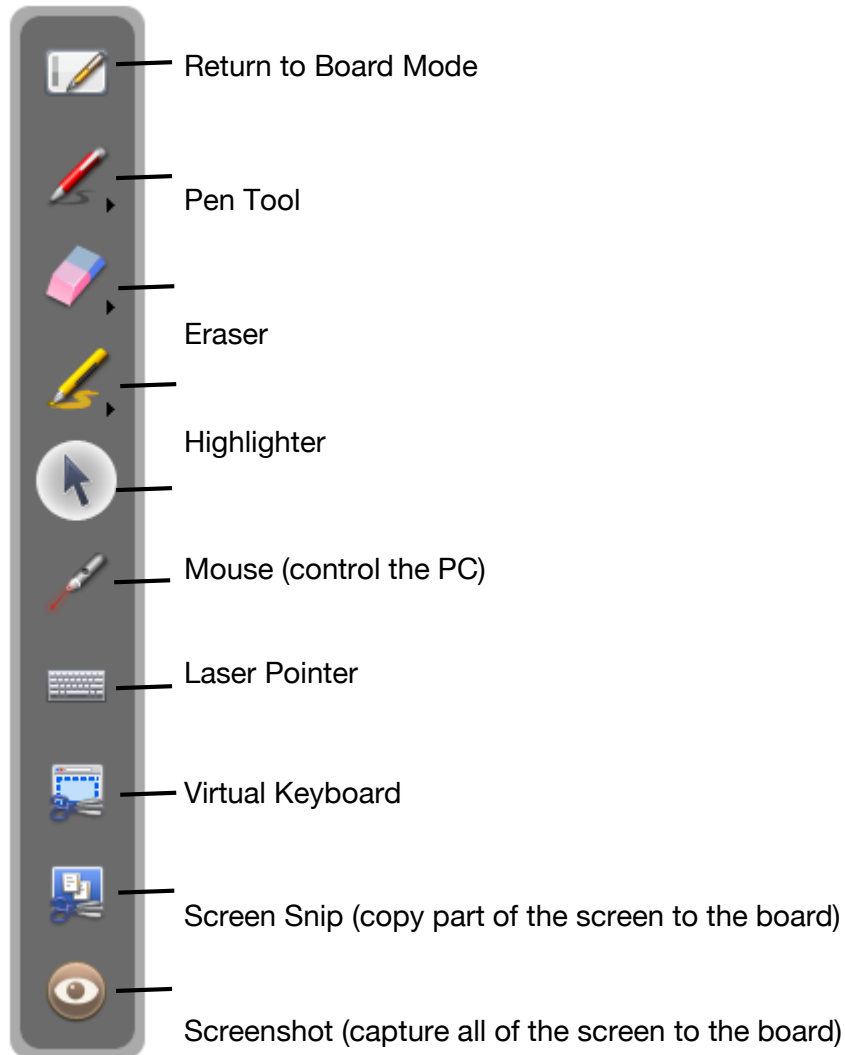
### 4 – Tool Options

These change the appearance of the selected tool.

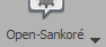
## Show Desktop mode

This mode allows you to annotate PowerPoint presentations, web pages, and other content being displayed on the PC. The toolbar in this mode is slightly different.

To edit the tool options from this toolbar (tools with a ▶ next to them), hold down the left mouse button over the tool you wish to modify.



## Exiting Open-Sankoré

To exit Open-Sankoré in Board mode, click on the Open-Sankoré  menu in the top right corner and choose the last option, **Quit**.

To exit Open-Sankoré while in Show Desktop mode, click on Return to Board Mode and select **Quit** from the Open-Sankoré menu.