

# Technology Instructions

for General Purpose Classrooms

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## The Basics

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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 from the buttons on the control panel.

- |                |                                                                                     |
|----------------|-------------------------------------------------------------------------------------|
| <b>PC</b>      | The computer inside the lectern. This is the default setting.                       |
| <b>LAPTOP</b>  | A laptop with a video/audio cable or HDMI<br>(See page 2 for specific instructions) |
| <b>DOC CAM</b> | The document camera inside the lectern<br>(See page 2 for specific instructions)    |

### Making Adjustments

- |                   |                                    |
|-------------------|------------------------------------|
| <b>AUTO IMAGE</b> | Adjusts the image on the projector |
| <b>VOLUME ▲</b>   | Raises the volume                  |
| <b>VOLUME ▼</b>   | Lowers the volume                  |
| <b>MUTE</b>       | 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.

## Using Other Sources

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By default, turning the system on will display what's on the PC inside the lectern. If you wish to display from something else, read on to learn how to connect and use other sources with the room's A/V system.

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### Connecting a laptop via video/audio cable

A video/audio cable is provided in the room, situated below the touch screen. Connect the audio cable to your laptop's headphone jack, and the video cable to your laptop's VGA port. Press the *Laptop* button, then touch *VGA* on the screen.



### Connecting a laptop via HDMI

An HDMI cable is provided in the room, situated below the touch screen. Connect it to your laptop's HDMI-out port. Press the *Laptop* button, then touch *HDMI* on the screen.



### Using the Document Camera

This room is equipped with a document camera. To use it, slide the shelf out of the left side of the lectern (under the monitor) and hold down on the release lever on the camera. Pull the camera arm up and twist the lens until it points downward, as shown.



Select **DOC CAM** as the input on the control panel, and turn the camera on by pushing the power button (the largest button on the document camera's base).

The power button should turn **blue** when the camera is on. When you are finished, press the power button. It should turn **red**, indicating that the camera is off.



## Using the Microphone

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This room has a wireless microphone, located in the top-right lectern drawer in a black pouch. 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.

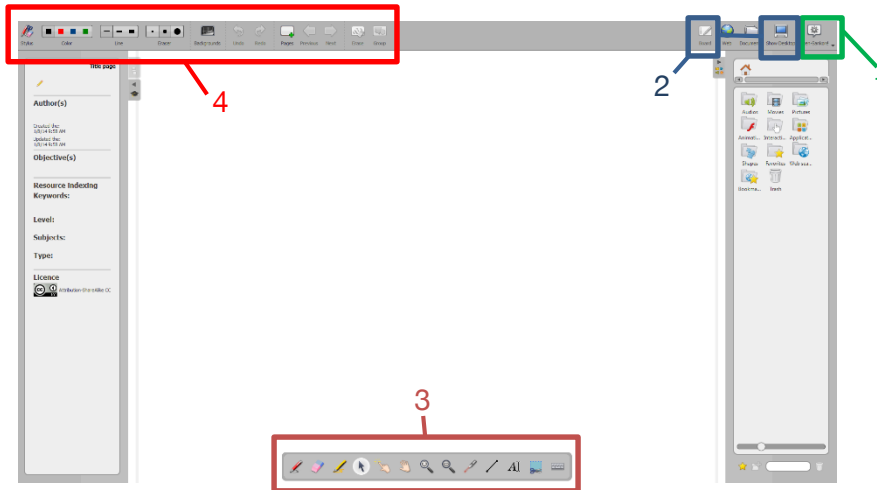
## Using the annotation software



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

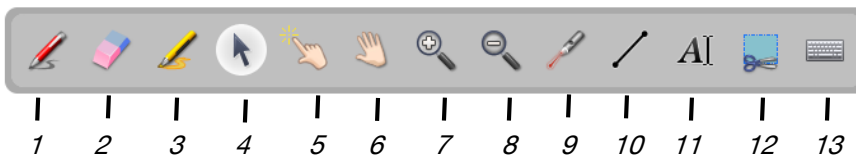
This button is similar to the **File** menu on most Windows programs. From here, you can cut, copy, paste, and **quit** (Alt+F4) the program.

### 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>			

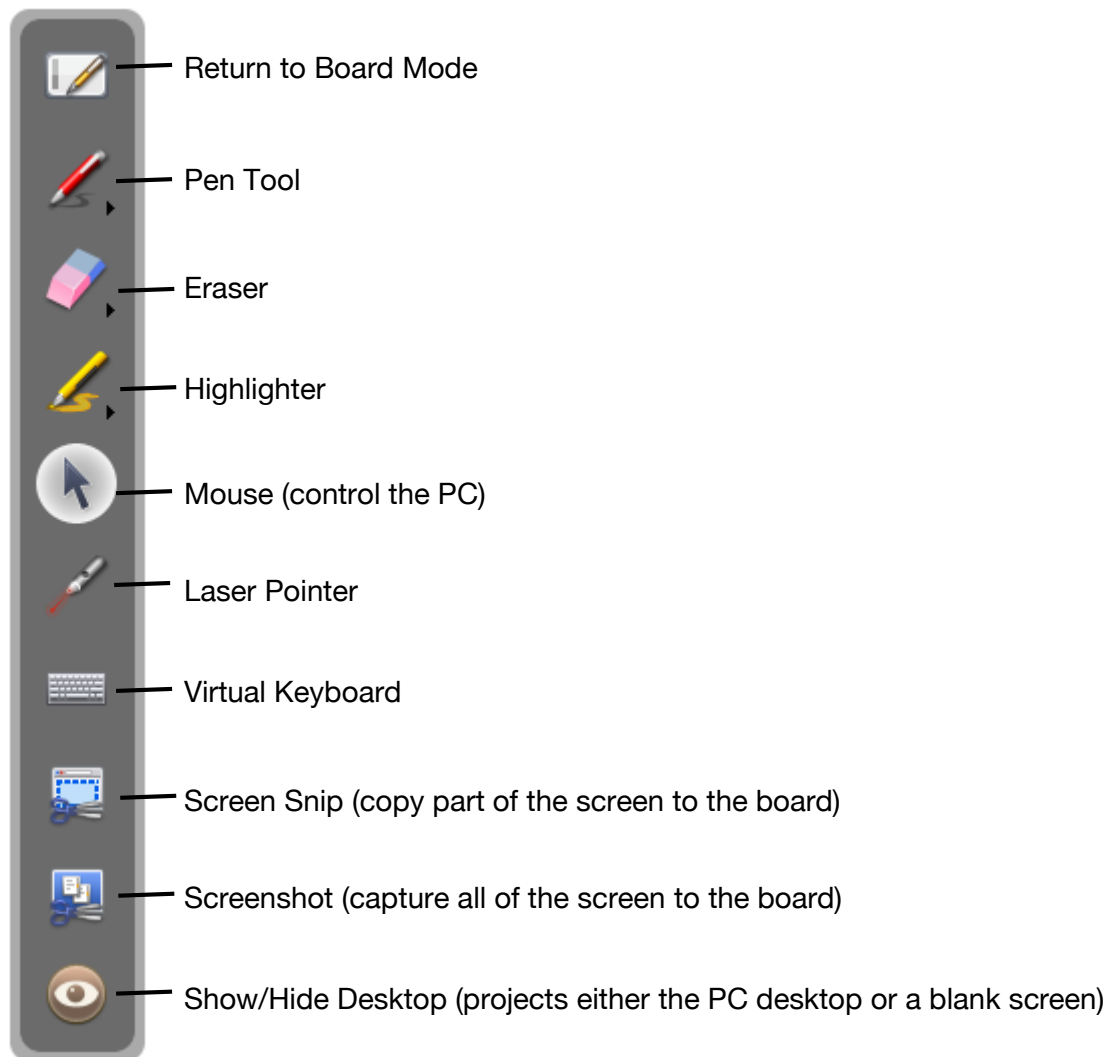
### 4 – Tool Options

These change the appearance of the selected tool.

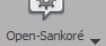
## Show Desktop mode

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.