SMART CLASSROOMS SYSTEM GUIDE

Updated 9/1/2019

Information Technology Services x4357

Table of Contents

Getting Help During Class

Contact ITS Smart Support during teaching hours

Monday – Thursday, 8am – 11pm
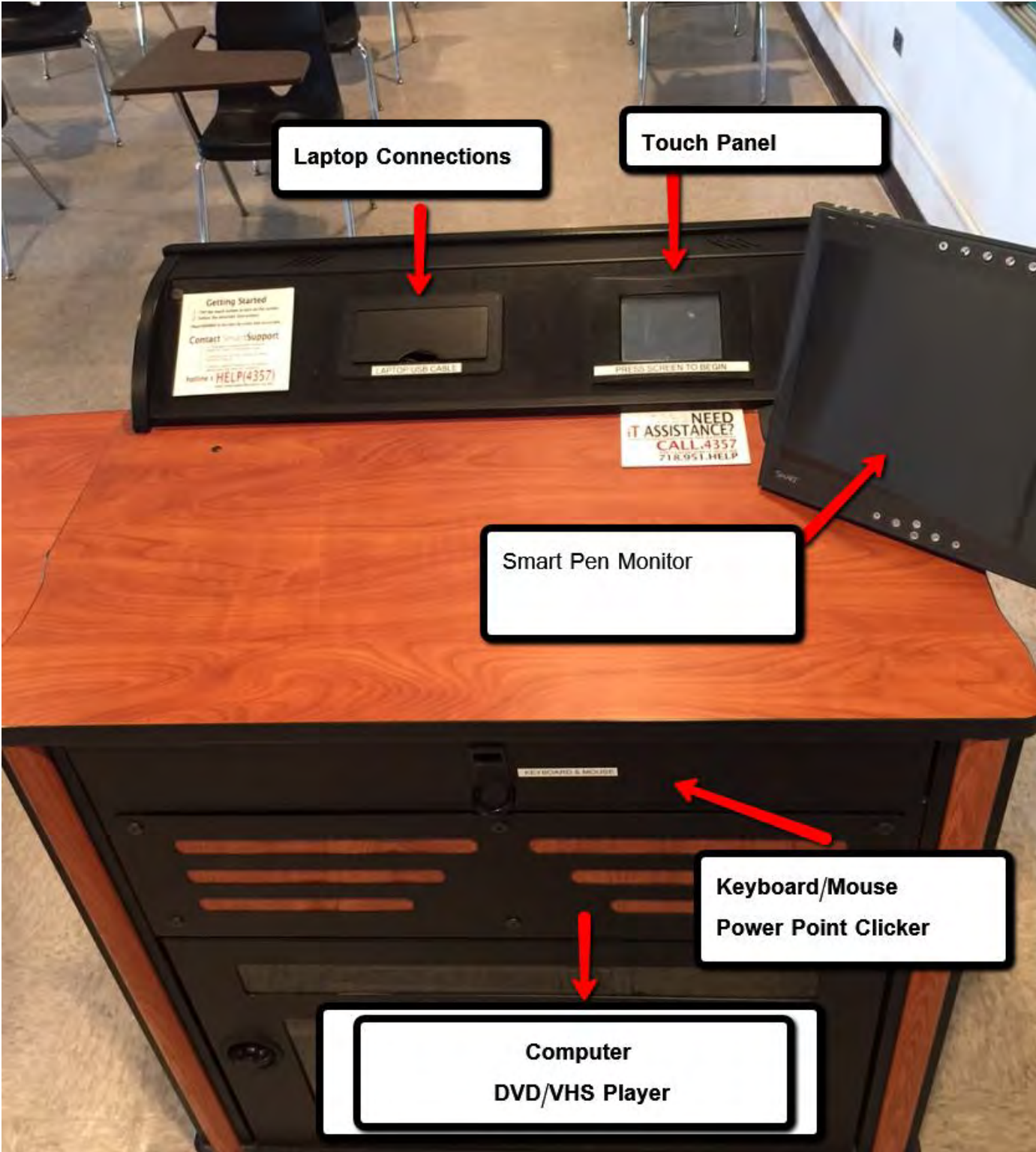
Friday, 8am – 5pm

Saturday-Sunday, 9am – 5pm

Call the Classroom IT Hotline: 718.951.HELP (x4357)

The Classroom IT Hotline

718.951.HELP

Equipment Description & Layout

Laptop Connections

Touch Panel

Smart Pen Monitor

Keyboard/Mouse
Power Point Clicker

Computer
DVD/VHS Player

Equipment Description
Touch Panel, Symodium/Smart Pen monitor

TOUCH PANEL
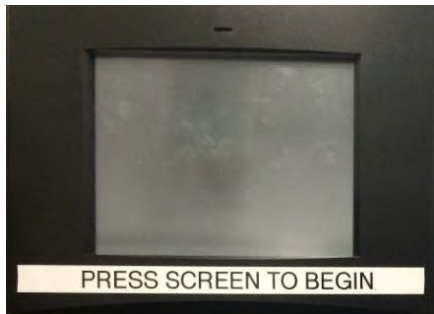
By default, the touch panel may be dark. To power on, firmly press press the screen to wake up. Refer to pages 11-12 for further instructions.

Sympodium/Smart pen monitor
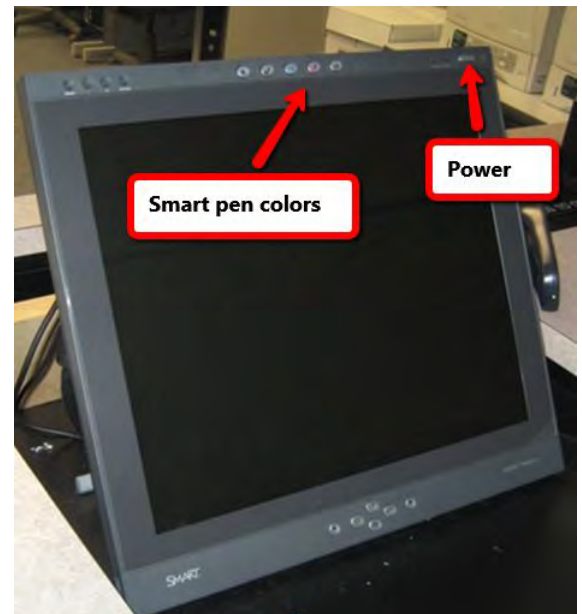
For a Sympodium/Smart Pen monitor training please
call us at x4357 to schedule a training.

NOTE: Smart Pen monitors are slowing being phased out. As a replacement, ITS has installed a Wacom Cintiq Pro 13" annotation tablet. See page 6 for a list of locations. See page 17-18 for instructions on how to use the tablet.

Equipment Description
Laptop Connections
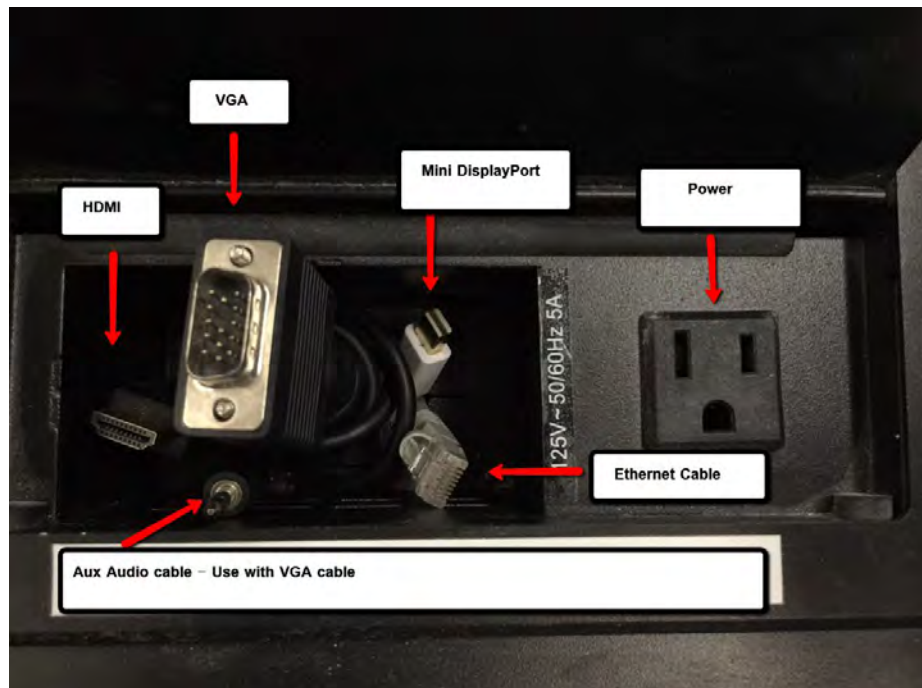
- **Ethernet Cable** – Internet capabilities on your laptop.

- **Thunderbolt** – Apple laptops (2011 – today), older laptops will need an Apple mini-dvi to VGA adapter. Refer to page 11 for connection instructions.

- **HDMI** – Current laptop models - Refer to page 11 for connection instructions

- **VGA** – Refer to page 11 for connection instructions

- **Aux Audio cable** – Refer to page 11 for connection instructions

- **Power** – Used to power laptops, phones, etc

Podium Laptop Connections

| HDMI | Apple laptop | VGA Video | VGA Audio | Internet |

For assistance please call the ITS Help Desk at ext.4357

Equipment Description
Computer & Annotation Tablet

Mac Mini

_____

The following rooms are equipped with an Apple Mac Mini

Ingersoll Hall: 0105, 2213, 2239
James Hall: 2305
Boylan Hall: 3129
Whitehead Hall: 421 & 508

Roosevelt Ext: 206RE

Dell Windows Computer

OR

DVD/VHS

NOTE: As of September 2018 ITS has begun phasing out the DVD/VHS units in our Smart Classrooms. In place of the DVD player, please see use the podium computer's DVD disc drive.

For VHS users, please contact the ITS Help Desk ext. 4357 for an alternative solution.

Wacom Cintiq Pro 13"

The following rooms are equipped with a Wacom Cintiq Pro 13" - Annotation Tablet

Ingersoll Hall: 1105N, 1127N, 1310N, 2310N, 2127N, 3127N, 3413N

New Ingersoll Hall: 148NE, 329NE

Boylan Hall: 3139

Whitehead: 320A

See Pages 17-18 for instructions on how to use the tablet to annotate. Call the ITS Help Desk at ext. 4357 for an updated list of newly installed tablets.

Equipment Description
USB Ports, Power Point Clicker, Podium light & Microphone

USB Faceplate

Two USB 3.0 ports are present to connect USB storage devices such as flash drives and external drives to a Smart Classroom's podium computer.

POWER POINT CLICKER

PowerPoint clickers can now be obtained at the Library ITS Help Desk. For more information please call us at ext 4357.

Podium Light

Microphone

See page 17 for microphone classroom locations. To schedule a training, call the ITS Help Desk at 4357

Classroom Accessories
Overhead Dimmer Lights &
ITS Phone

Dimmable high hat lights are provided.
The light switch can be found next to the
ITS phone.

NEED iT ASSISTANCE?
Mon-Thu, 8am-11pm
Fri, 8am-5pm
Sat-Sun, 9am-5pm
contact ITS SmartSupport during ALL teaching hours
CALLx4357
THE CLASSROOM IT HOTLINE
718.951.HELP
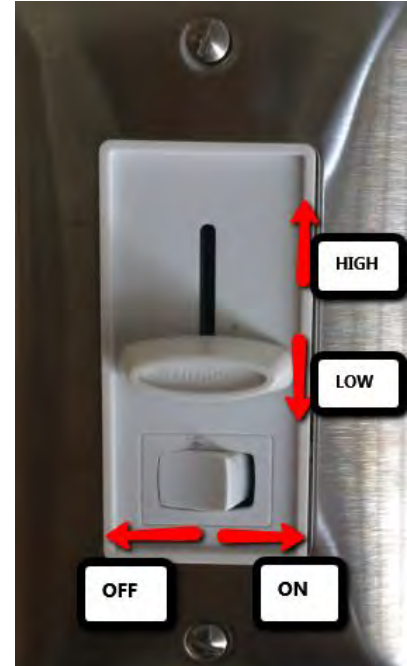
Use the ITS Help Desk hotline to call for
support during any class including
evenings and weekends to call for
additional support.
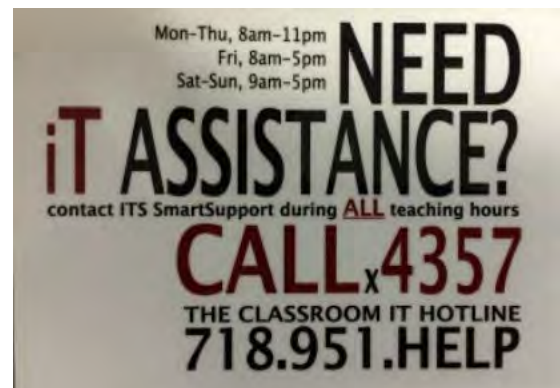
Our support number can be found near
the ITS phone and on each Smart
Classroom podium.

Projector Startup/Shutdown

1 To begin, power on the system by touching "PRESS TO BEGIN".

Brooklyn College The City University of New York

3424 Ingersoll Hall

Funded by The Student Technology Fee

PRESS TO BEGIN

2 Wait 60 seconds for the projector to power on.

Please Wait While The Projector Starts Up.
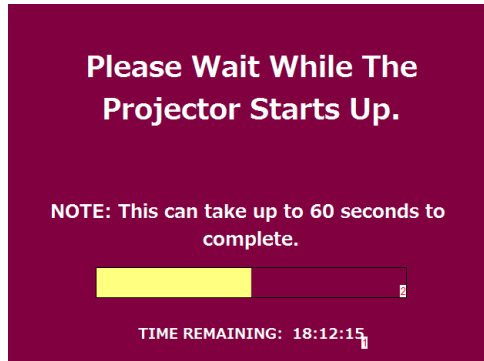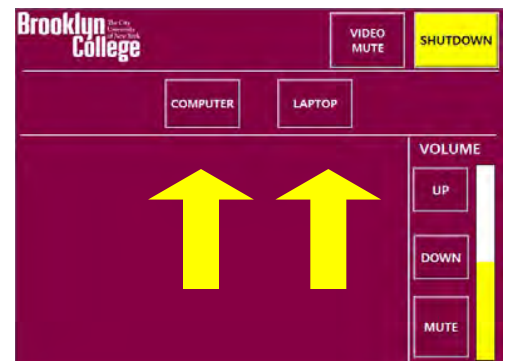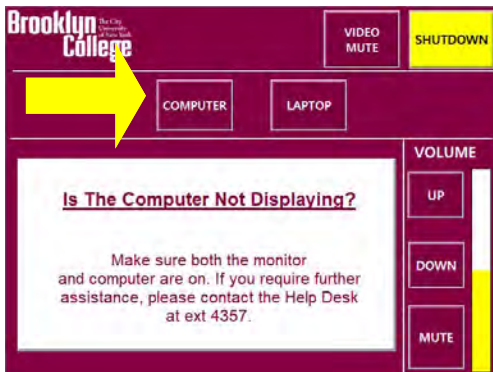
NOTE: This can take up to 60 seconds to complete.

TIME REMAINING: 18:12:15

3 Choose a video source to display onto the projection screen.

Brooklyn College | VIDEO MUTE | SHUTDOWN

COMPUTER | LAPTOP

VOLUME | UP | DOWN | MUTE

4 Computer Source

Brooklyn College | VIDEO MUTE | SHUTDOWN

COMPUTER | LAPTOP

Is The Computer Not Displaying?

Make sure both the monitor and computer are on. If you require further assistance, please contact the Help Desk at ext 4357.

VOLUME | UP | DOWN | MUTE

5 Laptop Source. See page 11-12 for additional laptop connection information.

Brooklyn College | VIDEO MUTE | SHUTDOWN

COMPUTER | LAPTOP

Click To Choose Your Laptop Connection

HDMI | Mini DisplayPort | VGA

VOLUME | UP | DOWN | MUTE
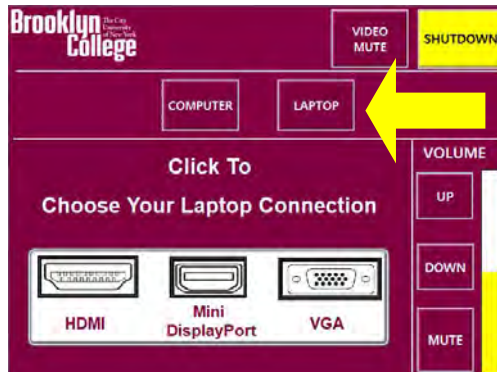
6 Doc Cam – Not installed in every classroom, see page 17 for locations.

Brooklyn College | VIDEO MUTE | SHUTDOWN

COMPUTER | DOC CAM

DOC CAM

If you require further assistance, please contact the Help Desk at ext 4357.

VOLUME | UP | DOWN | MUTE
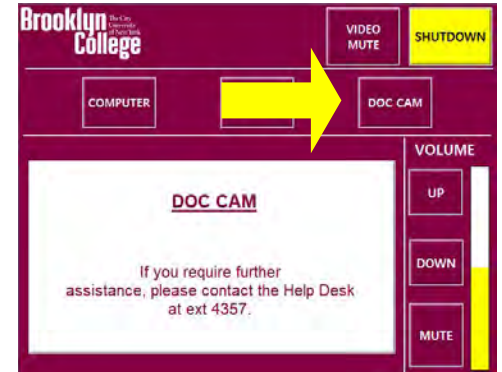
7 Microphone – Not installed in every classrooms, see page 17 for locations.

Brooklyn Colle | Gooseneck MIC | VIDEO MUTE | SHUTDOWN

COMPUTER | LAPTOP

VOLUME | UP | DOWN | MUTE
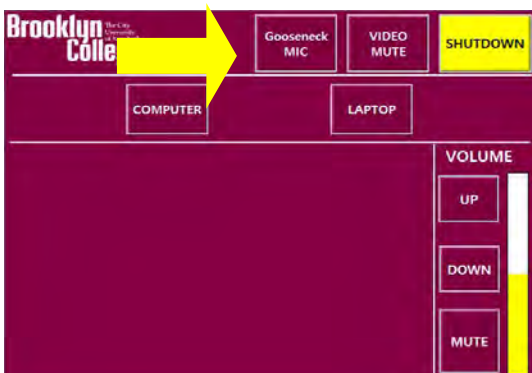
8 Use these controls To adjust the volume.

VOLUME | UP | DOWN | MUTE

9 Use the Video Mute button to hide what is being displayed on the projection screen. Press again to display.

Brooklyn College | VIDEO MUTE | SHUTDOWN

COMPUTER | LAPTOP

VOLUME | UP | DOWN | MUTE
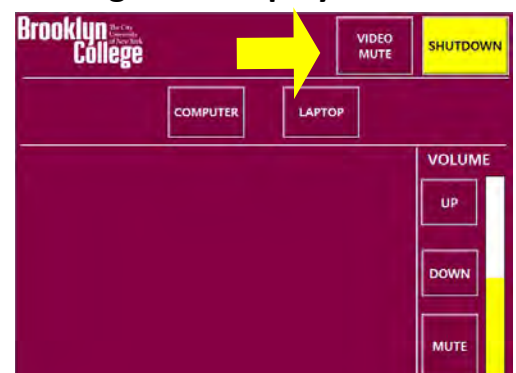
Projector Startup/Shutdown

(continued)

10 Use this button to shutdown the system. See Step 6 & 7 for further intructions

11 Press Yes to confirm projector shutdown or No to go back to the main page.

Are You Sure You Want To Turn Off The Projector?

NOTE: You Will Have To Wait Up To 60 Seconds For The Projector To Shutdown.

YES   NO
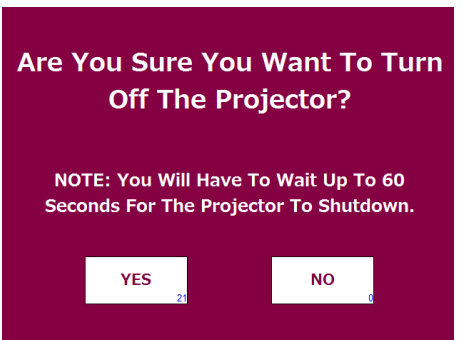
12 The projector will take 60 seconds to shutdown.

Please Wait While The Projector Shuts Down.

NOTE: This can take up to 60 seconds to complete.

TIME REMAINING: 18:12:15
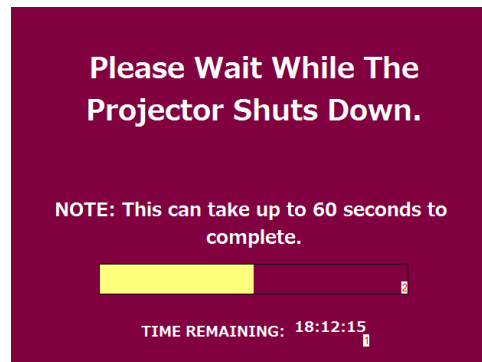
Windows Laptop Connection Guide

OR

Trouble connecting?
Refer to page 13 on the System
Guide book.

11

Apple Laptop Connection Guide
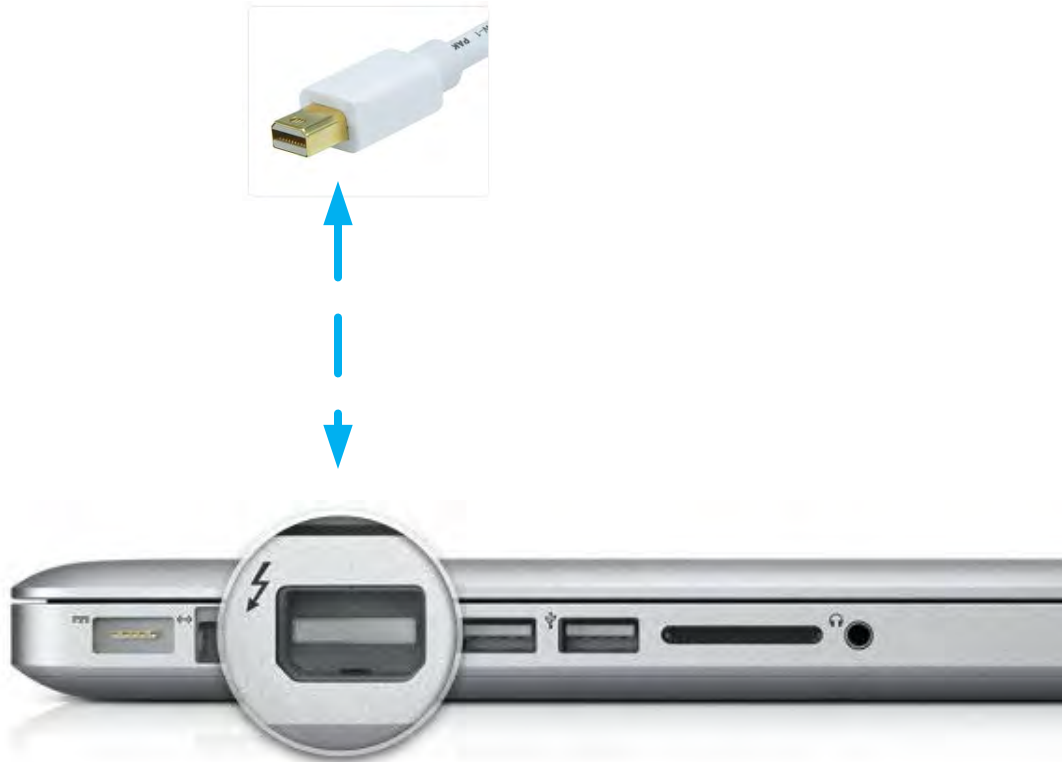
Trouble connecting?
Refer to page 13 on the System
Guide book.

Troubleshooting Your Laptop Connection

If the projector <u>does not detect</u> your **Windows Laptop** follow these instructions

- On your laptop: Press both the **Windows Logo key and the P key**
- Then click on **Duplicate**

If the projector <u>does not detect</u> your **Apple laptop** follow these instructions

- On your Apple laptop: Press both the **Command and F1 key**

Apple iOS Device Connection Guide

A 30 pin to VGA adapater will be needed to connect the following devices:

- iPad 2
- iPhone 4S
- iPod touch 4th Generation

The Apple VGA adapter supports mirroring of what is displayed on your device screen including apps, presentations, websites, slideshows and YouTube content.

*ITS has a limited supply of adapters on-hand for faculty use. Adapters can be purchased on-line at Amazon, Apple, Monoprice, or Radio Shack.

Apple iOS Device Connection Guide

An Apple Lightning to HDMI adapter will be needed to connect the following devices:

- **iPad with Retina Display**
- **iPad mini**
- **iPhone 5**
- **iPod 5th Generation**

The Lightning to HDMI adapter supports mirroring of what is displayed on your device screen including apps, presentations, websites, slideshows and YouTube content.

*ITS has a limited supply of adapters on-hand for faculty use. Adapters can be purchased on-line at Amazon, Apple, Monoprice, or Radio Shack.

Android Connection Guide

The MHL to HDMI adapter supports mirroring of what is displayed on your device screen including apps, presentations, websites, slideshows and YouTube content.


Compatible Mobile Devices		
Samsung	**HTC**	**LG**
Galaxy S III (GT-i9300)*	One XL	Optimus 4X HD
Verizon Galaxy Nexus LTE	One X	Optimus LTE II
Sprint Galaxy Nexus	One S	Optimus LTE Tag
Galaxy Nexus (i9250)	EVO 4G LTE	Optimus 3D Max
AT&T Galaxy Note LTE 5.3"	Raider	Optimus 4X HD
Galaxy Note 5.3"	Velocity	Optimus Vu
Sprint Epic 4G Touch	Vivid	Verizon Spectrum
AT&T Galaxy S II Skyrocket (i727)	Rezound	Prada
T-Mobile Galaxy S II (T989)	Amaze 4G	Nitro HD
AT&T Galaxy S II (i777)	Sensation XE	
Galaxy S II (i9100)	JetStream	
Infuse	Sensation 4G	
Galaxy S4*	EVO View 4G	
	EVO 3D	
	Sensation	
	Flyer	

* The Samsung Galaxy S III and S4 requires the use of an 11-to-5 pin Micro USB adapter to use a standard 5-pin MHL adapter.

*ITS has a limited supply of adapters on-hand for faculty use. Adapters can be purchased on-line at Amazon, Apple, Monoprice, or Radio Shack.

Using the Wacom Cintiq Pro 13" tablet

1 Lift the tablet's case up to open.
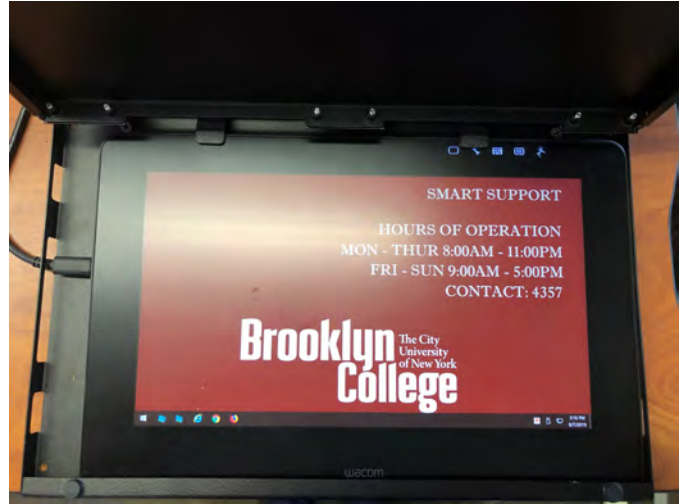
2 If the tablet is turned off, press the power button located on top of unit.

3 If the tablet is powered on but not receiving a video signal, then ensure the video cable has been re-seated. Ensure that the computer is turned on as well.


Using the Wacom Cintiq Pro 13" tablet
See next page for further instructions

Using the Wacom Cintiq Pro 13" tablet

4 Before you can proceed, you'll need an Annotation pen. which can be loaned by ITS. Please call the ITS Help Desk at ext.4357 to schedule a pickup. The pen can be returned at the end of the semester.

5 Using Microsoft Word or Power Point, navigate to Review, then click on Start Inking Ink.
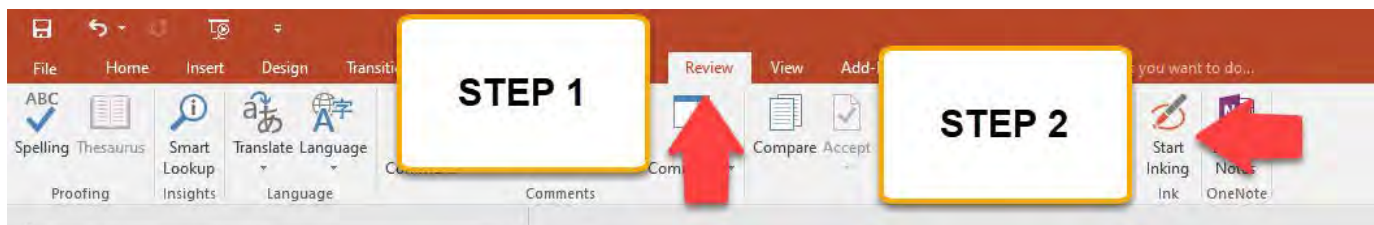
6 Choose your desired color and begin writing on the tablet's screen. The annotated text will be displayed on both the tablet and the projection screen. Click on the Eraser icon to erase any unwanted text.
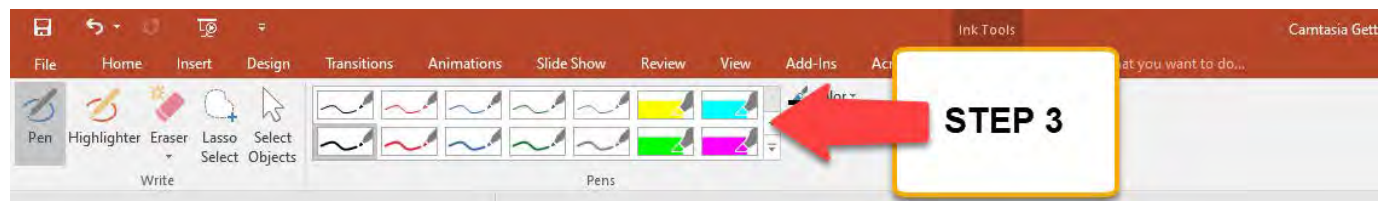
7 Annotations on your document can be saved by clicking on File and Save. For further training contact the Help Desk at ext. 4357 to schedule a training.

View your speaker notes privately while delivering a presentation on multiple monitors

Using Presenter View is a great way to view your presentation with speaker notes on one computer (the podium computer, for example), while your audience views the notes-free presentation on the projection screen.

Set up PowerPoint to use Presenter view with two monitors

1. While on the computer desktop, click on the shortcut called **Extended Mode**. If the shortcut icon is missing, press and hold the **Windows key** and the **letter P** on your keyboard and choose **Extend**.

2. Open your desired Power Point presentation.

3. Click on the **Slide Show** tab located on the toolbar and then choose **Presenter View**.

4. You will now be able to see your notes on the computer screen while the projection screen will only display your Presentation, sans the notes.

5. Once you are finished using Presenter View please double click on the **Computer Mode** short cut on the desktop. If the shortcut is missing, press and hold the **Windows key** and the **letter P** on your keyboard and choose Duplicate.

Note: The **Windows key** on your keyboard is the key between the **Ctrl** and the **Alt** key.

Document Camera & Microphone Smart Classroom locations

Smart Classrooms with Document Cameras

New Ingersoll	Ingersoll Hall	Boylan Hall	Whitehead Hall	James Hall
238NE	1141N	3129B	208A	
431NE	2127N	3139B	222A	2412J
	2143N	3153B	305A	3203J
	2310N	3411B	320A	3613J
	3127N	3420B		5311J
	3143N	3424B		
	4141N	4145B		

Smart Classrooms with Gooseneck Microphones

Ingersoll Hall	Boylan Hall
1141N	3129B
1127N	3139B
1310N	
2143N	
2127N	
2310N	
3143N	