

SMART CLASSROOMS SYSTEM GUIDE

Updated 1/3/2017



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Getting Help During Class

Contact ITS Smart Support during teaching hours

Monday – Thursday, 8am – 11pm

Friday, 8am – 5pm

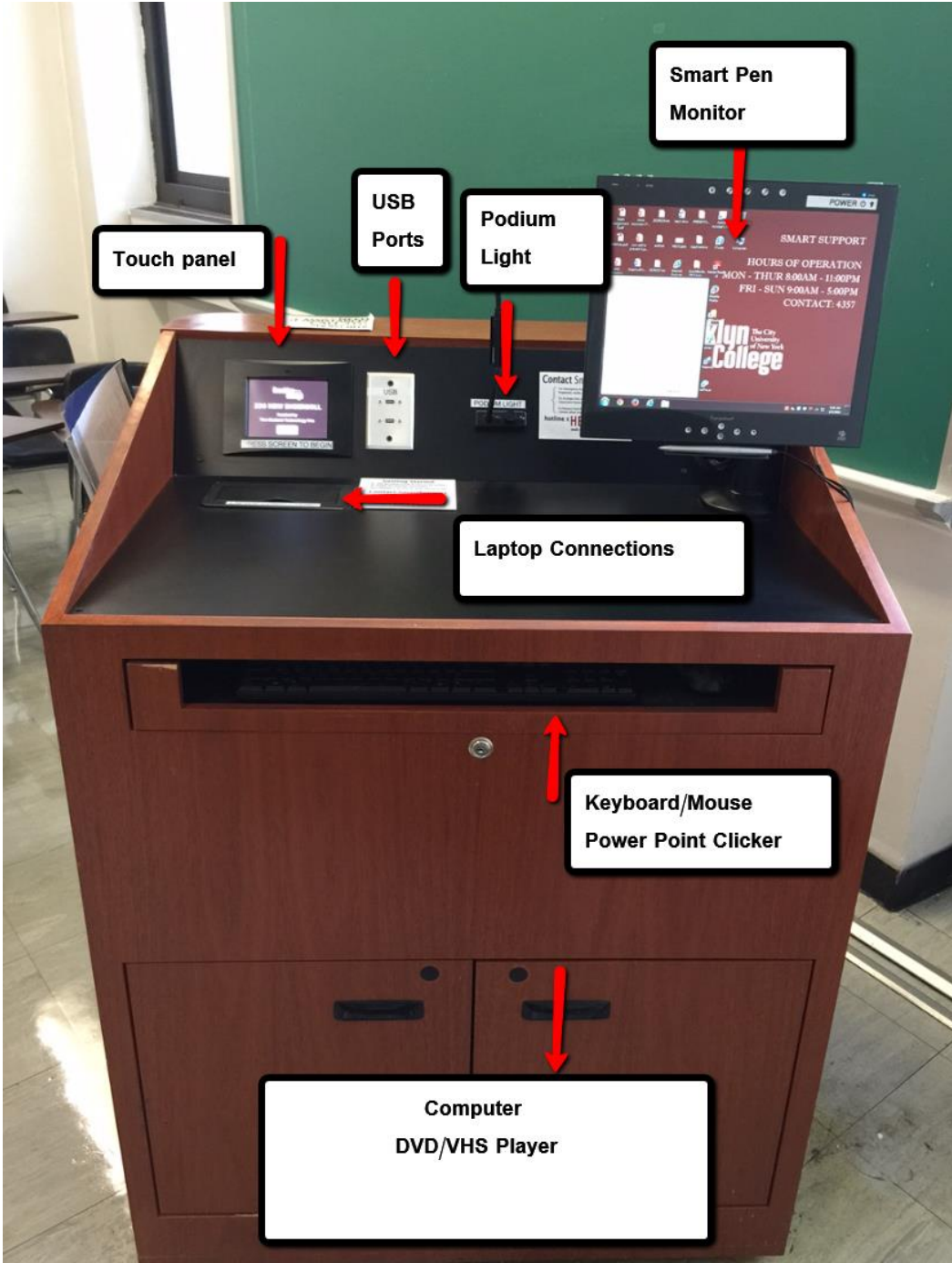
Saturday-Sunday, 9am – 5pm

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

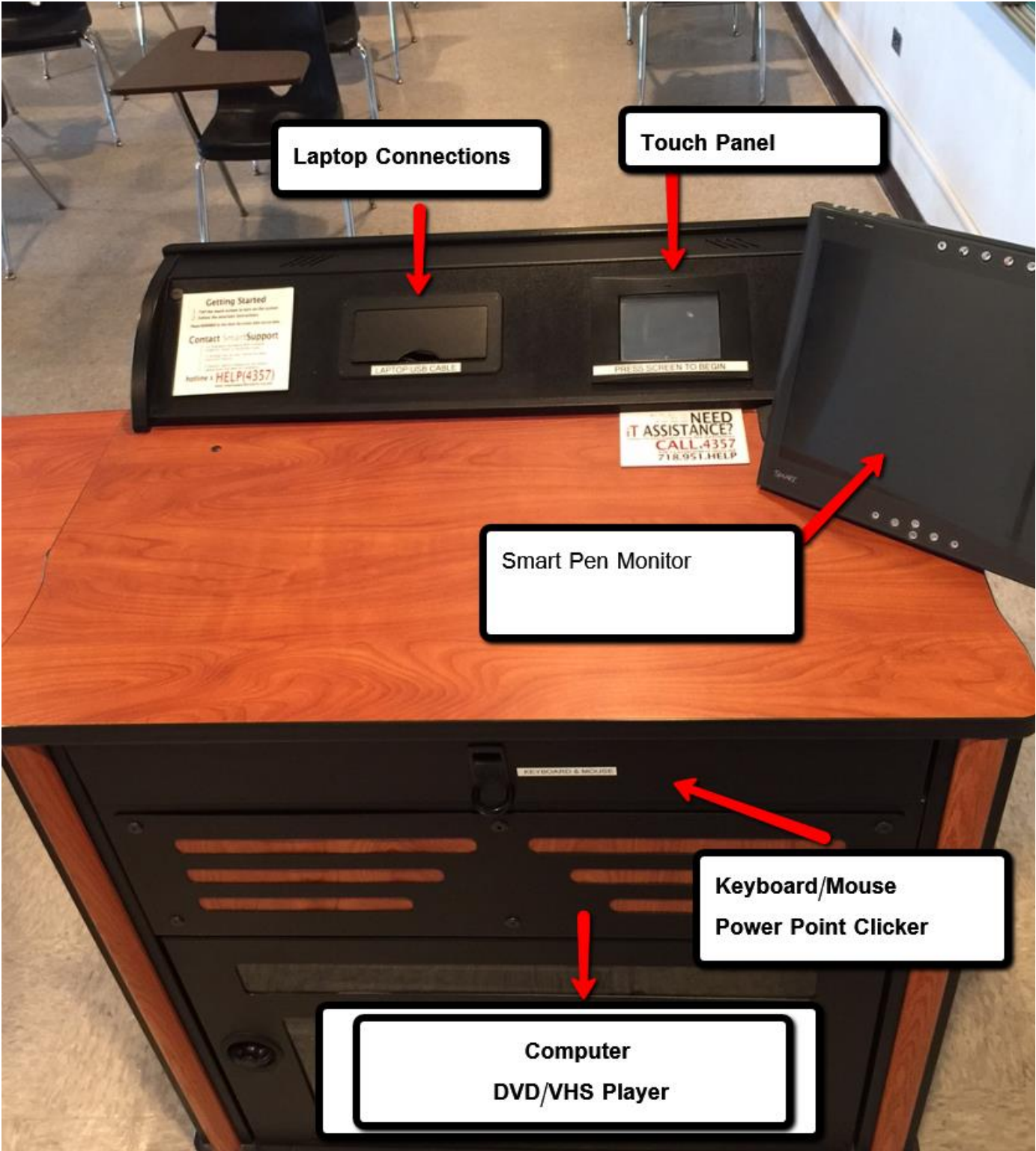
The Classroom IT Hotline

718.951.HELP

Equipment Description & Layout



Equipment Description & Layout



Equipment Description

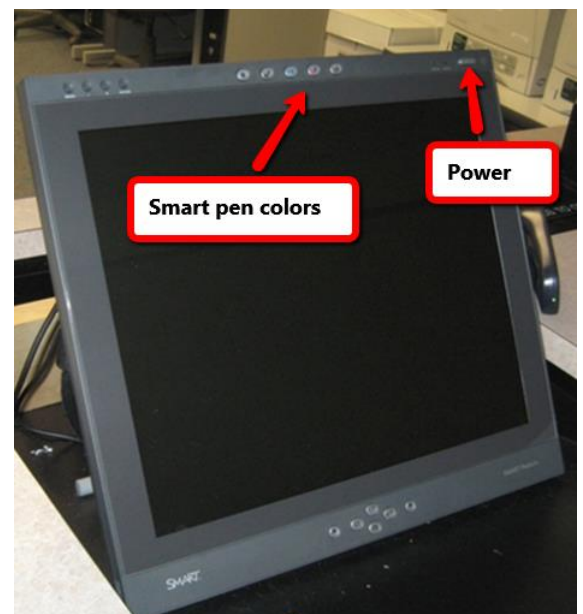
Touch Panel, Symodium/Smart Pen monitor

TOUCH PANEL



By default, the touch panel may be dark. To power on, firmly press the screen. Refer to pages 9-10 for further instructions.

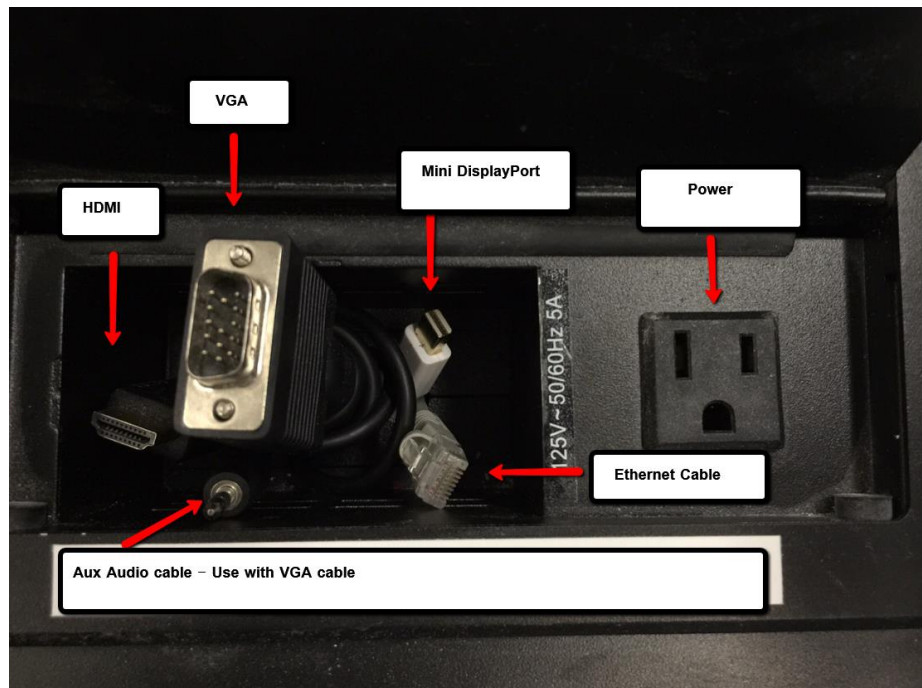
Symodium/Smart pen monitor



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

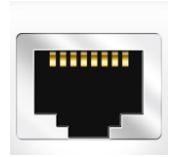
Equipment Description

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](tel:4357)

Equipment Description Computer & Media Player



Mac Mini

Or



**Dell Windows
Computer**

*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

Media Player



DVD & VHS Player

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

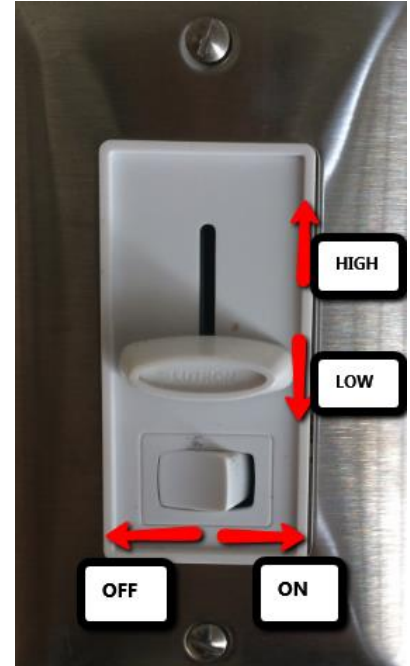


Classroom Accessories

Overhead Dimmer Lights & ITS Phone



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



Use the ITS Help Desk hotline to call for support during any class including evenings and weekends to call for additional support.



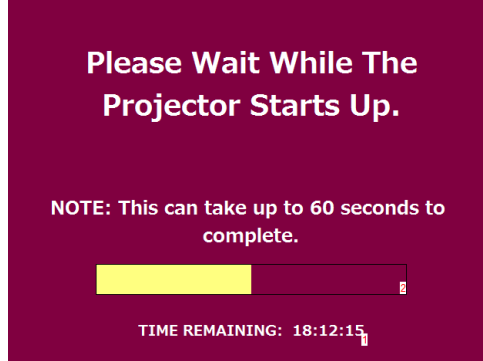
Our support number can be found near the ITS phone and on each Smart Classroom podium.

Projector Startup/Shutdown

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



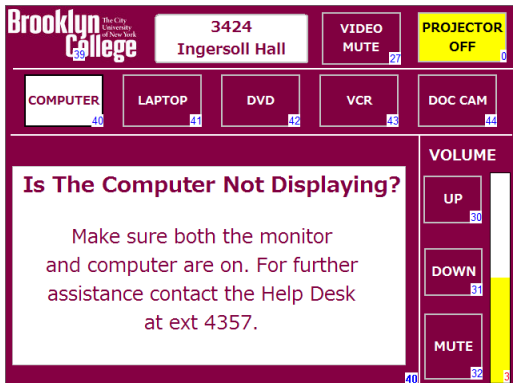
2 Wait 60 seconds for the projector to power on



3 Choose a video source to display onto the projection screen



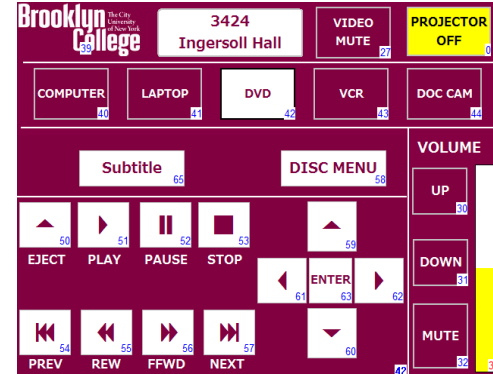
4 Computer Source



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



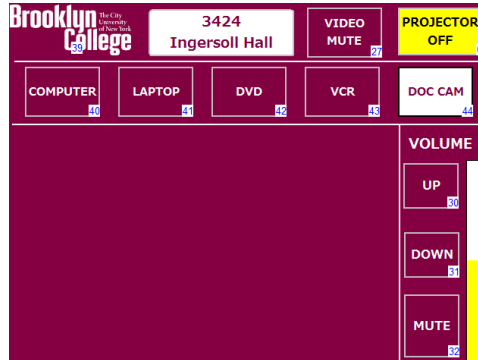
6 When the DVD source is selected, use these controls to operate the DVD player



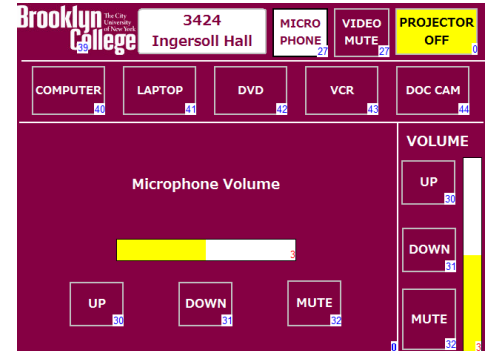
7 When the VCR source is selected, use these controls to operate the VCR player



8 Doc Cam – Not installed in every classroom, see page 17 for locations



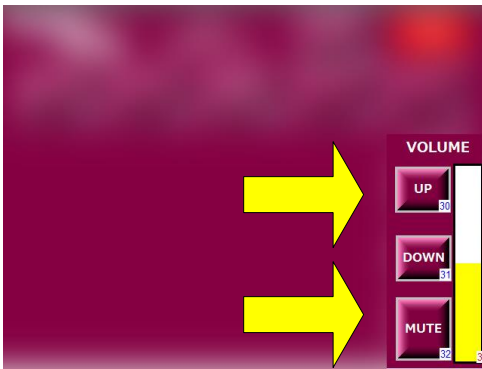
9 Microphone – Not installed in every classrooms, see page 17 for locations.



Projector Startup/Shutdown

(continued)

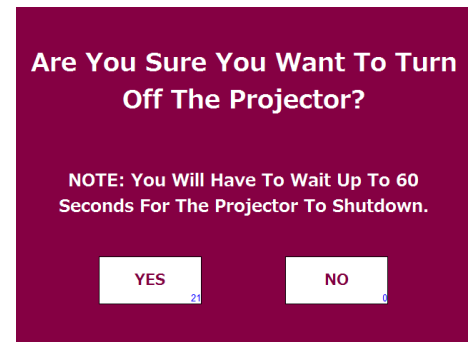
10 Use these controls
To adjust the volume



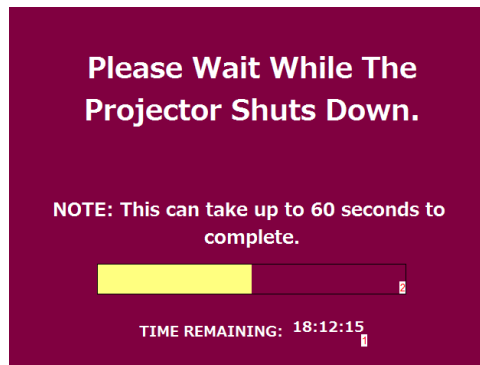
11 Use this button to hide
what is being displayed
on the projection
screen



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



13 The projector will take
60 seconds to
shutdown.



Windows Laptop Connection Guide

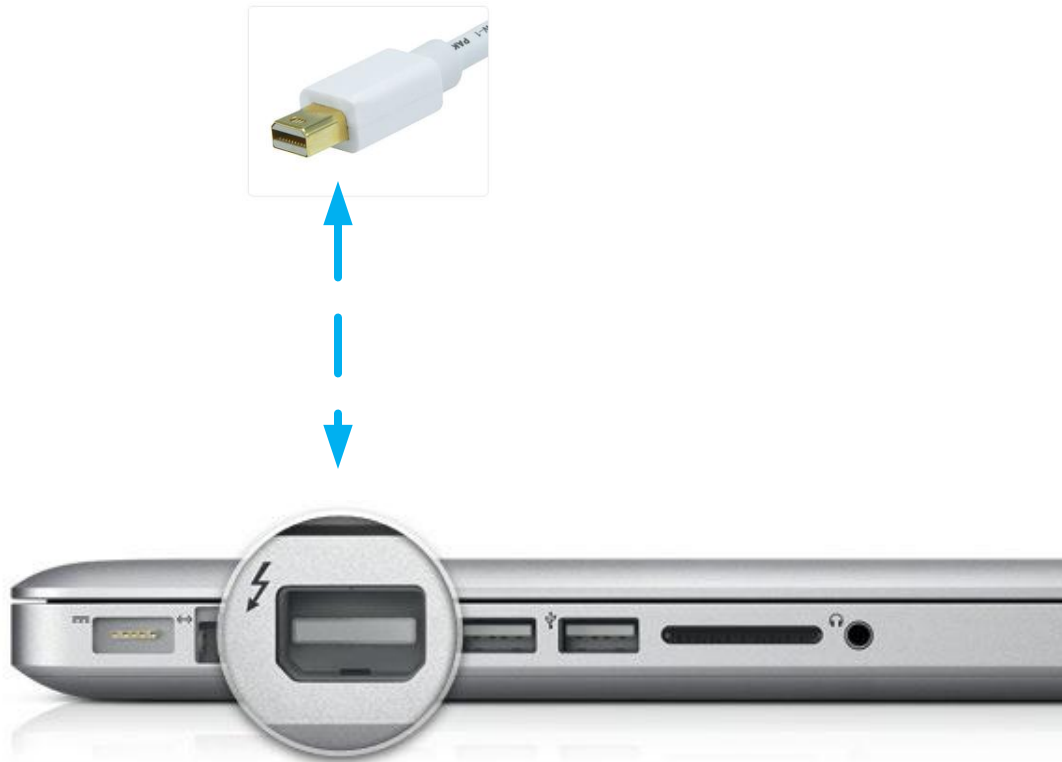


OR



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

Apple Laptop Connection Guide



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

Troubleshooting Your Laptop Connection

If the projector does not detect 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 does not detect 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 adapter 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.

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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	