

SMART CLASSROOM BASICS

Tips

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Smart Classroom Support

- Key to Cabinets:
 - Get from your department
- Immediate Support:
 - Help Desk: x4444 or Intercom (when implemented)
- Batteries: Get from department office
 - Mouse – Rechargeable: make sure to cradle
 - Keyboard – 4 AA
 - Starboard Pen – 1 AAA
- Training:
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- Practice:
 - Let yourself in and knock yourself out

General Smart Classroom Tips

- **Elmo must be on** to project computer in Remote Control Systems and on AV Carts, not in Extron or Extron-Starboard systems.
- Please **turn off projector** when not in use – very expensive to replace bulb
- Can use traditional overhead for transparencies to **save bulb life**
- Elmo and Starboard **images can be captured** using software on computer desktop
- **Wireless keyboard and mouse** can be **used from any location in room** – don't need to be pointed at computer or screen
- Takes a bit of **practice** to become proficient
- Most classrooms are available/open/unused in the **later afternoons**
- You are strongly encouraged to **practice** using the equipment in the classrooms at these times so you will be prepared for actual class time with actual students
- Each classroom has an **E Drive** mapped for storing work. That drive is shared by everyone who uses the computer. Faculty may log onto his or her own account and access their **W Drive**. To do that, right click on the red N in the bottom right corner of the screen and log in.
- If the overhead projector does not show your image, **select another input** from the panel, and then reselect the one you desire.

Additional Comments

Consider Your Task

What are you planning to use?

- Overheads only
 - Use traditional overhead projector
 - Cost of bulb is \$10
- Otherwise
 - Use Hitachi LCD projection unit
 - Cost of bulb is \$500

Use Equipment Efficiently

- Hitachi LCD Projection Unit
 - Can only be operated by remote
 - Turn on only when ready to use (Remember \$500 bulb cost)
 - You CANNOT quickly turn the unit off and back on again (it must cool down between)
 - Turn off when done—bulb life is 2000 hours
- Sony Amplifier—Theatre System
 - Must be turned on for sound
 - Must be turned on for video
 - Generates the most HEAT
 - Very important to turn this unit off (power button is on the left)
- Elmo
 - Arms must be closed in order

Security

- All doors and drawers should be locked when you enter the room
- See your department for keys
- NO student access to the cabinet
- Turn off ALL equipment when finished
- Lock all doors and drawers at the end of class