Classroom Technology

Step 1: Tap "In Room Presentation" to teach or present   (***Turn over for Video Conference Instructions***)

Activity Selection

Please select an activity

Video Conference	In Room Presentation
System Power Off	

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Activity Selection screen	
Video Conference	Tap for Video conference. *(Flip this over for additional instructions.)*
In Room Presentation	Tap for classroom instruction / in room presentation.
System Power Off	Tap to power off the projector.

Step 2: Select device to display on the SMART Board (PC, Laptop VGA, Laptop HDMI, DVD or VCR)

Classroom Controls

Exit

| PC | Laptop VGA | Laptop HDMI | DVD | VCR |

Freeze Projector | Blank Projector Image | Projector Auto Image | Volume

Montgomery County Community College

Classroom Controls screen	
PC, Laptop VGA, Laptop HDMI, DVD, VCR	Tap the appropriate option to display on the SMART Board.
Freeze Projector	Tap to freeze the current screen displayed on the SMART Board. (Allows you to continue using the instructor PC.)
Blank Projector Image	Tap to display a blank screen on the SMART Board. (Allows you to continue using the instructor PC.)
Projector Auto Image	Tap to reset the display on the SMART Board to the optimal display settings.
Volume	Tap the top speaker icon to increase the volume and the bottom speaker icon to decrease the volume.
Exit	Tap to return to the *Activity Selection* screen.

Step 3: Turn on the PC or DVD/VHS Player   - OR -   Connect Laptop

Open the cabinet under the instructor podium.	To use a laptop, open the cable cubby on the instructor podium.

DVD/VCR power button   PC power button

	If your laptop has a *VGA* connection, plug the VGA cable into the VGA connection on your laptop.
	If your laptop has an *HDMI* connection, plug the HDMI cable into the HDMI connection on your laptop.
	Plug in the audio cable into the outlet on your laptop to have the sound broadcast over the speakers in the classroom.

Step 4: Orienting the SMART Board *(if needed)*

1   **2**

Press center of target and release.
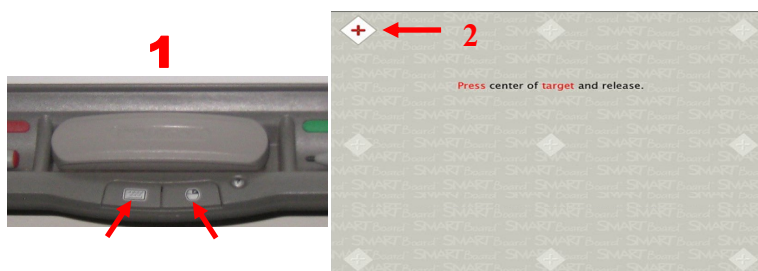
1. After the computer powers up, on the SMART Board pen tray simultaneously press and hold down keyboard and mouse buttons for a few seconds.

2. Follow the on-screen instructions by pressing the center of the target from one location to the next.

Step 5: Power Down

Tap **Exit** then tap **System Power Off** on the touch display panel to turn off the projector and SMART Board.

Troubleshooting Problems with the SMART Board

Problem:	Solution:
Nothing is displayed on the SMART Board	
• Light on projector is red:	• Tap **In Room Presentation** on the touch display panel.
• Light on projector is green:	• Tap **PC, Laptop VGA, Laptop HDMI, DVD** or **VCR** on the touch display panel.
• Light on projector is off:	• The projector may be off. Check the main power button on the back of the projector (if this cannot be reached, call the Help Desk at x6495 for assistance.)
Image only displays on half of SMART Board	Tap **PC, Laptop VGA, Laptop HDMI, DVD** or **VCR** on the touch display panel.
VCR or DVD is not displayed on SMART Board	Tap **VCR** or **DVD** on the touch display panel.
SMART Board is not aligned	Follow the instructions above for **Orienting the SMART Board**.
SMART Board does not respond to touch	Restart the computer.
Laptop is connected but is not displaying on SMART Board	• First tap the appropriate laptop option from Classroom Control screen on the touch display panel. • If not successful, power off the laptop, re-connect the cables from the cable cubby, then turn on laptop and select the appropriate laptop option on the touch display panel.

For additional information or assistance, please contact the Technical Help Desk at x6495.
This document can be accessed and printed via the MCCC Technical Knowledge Base at kb.mc3.edu
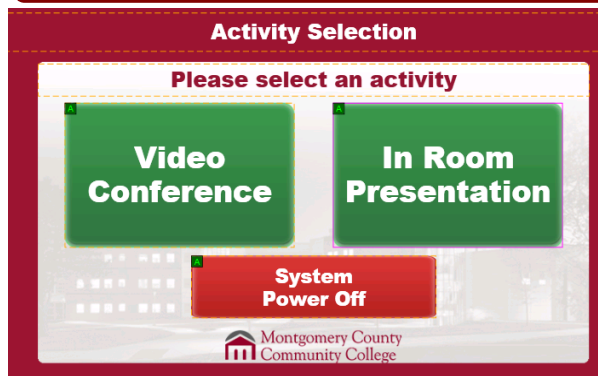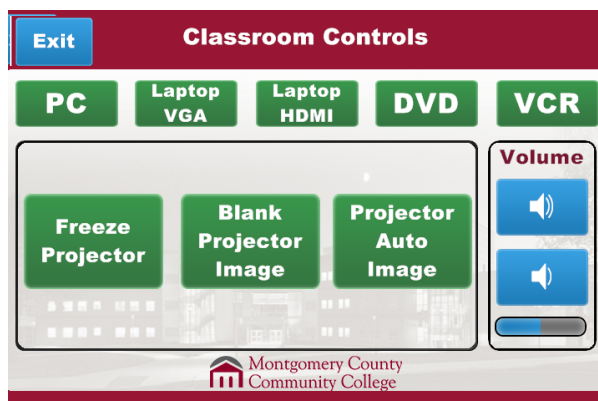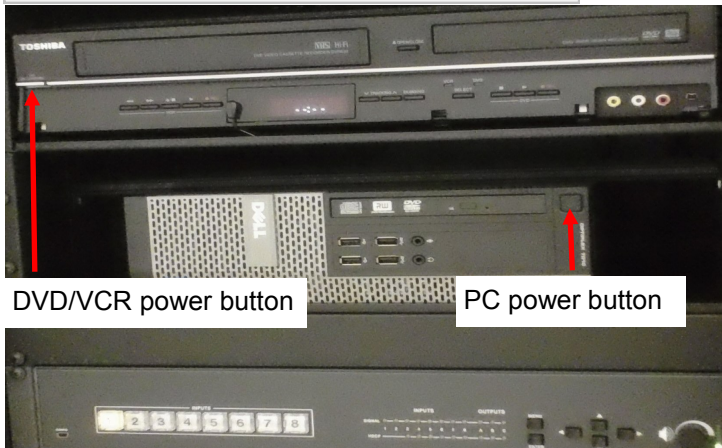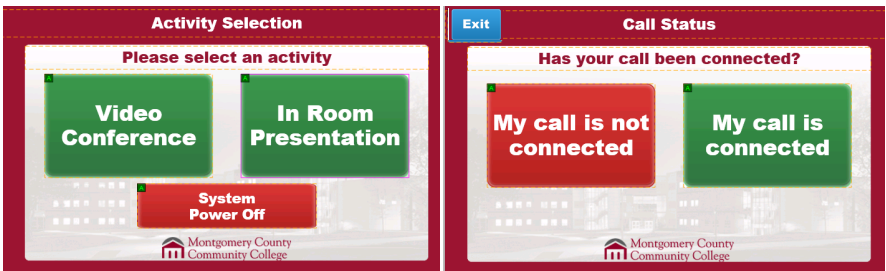
Video Conference Instructions

ATC 328; CH 125, 139, 146, 147, 206, 242, 243; EH 109; PH 26, 236

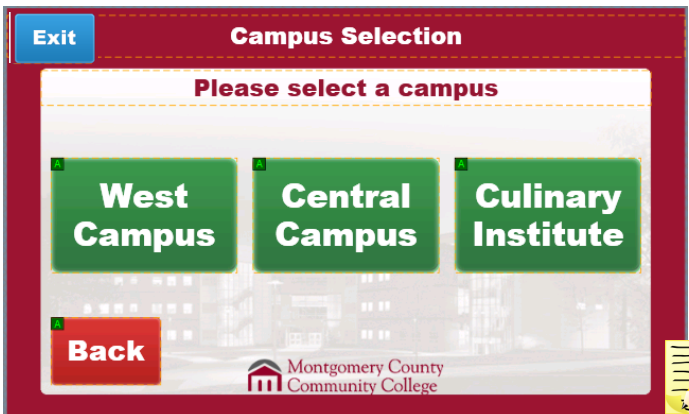Montgomery County Community College

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Step 1: Tap Video conference

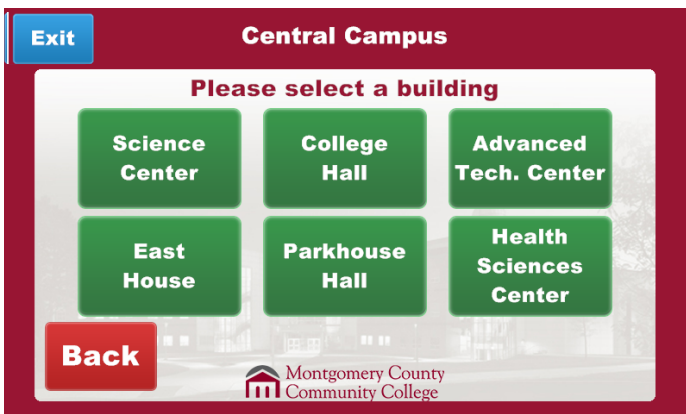**Turn Over for In Class Presentation / Teaching (No Video Conference)**

Activity Selection
Please select an activity

Video Conference   In Room Presentation

System Power Off

Call Status
Exit
Has your call been connected?

My call is not connected   My call is connected

1. Tap **Video Conference** on the touch display panel. The projector will warm up and touch display panel will say "*Please Wait*."

   Note: Tapping **System Power Off** to turns off the projector. This should be done at the end of the video conference.

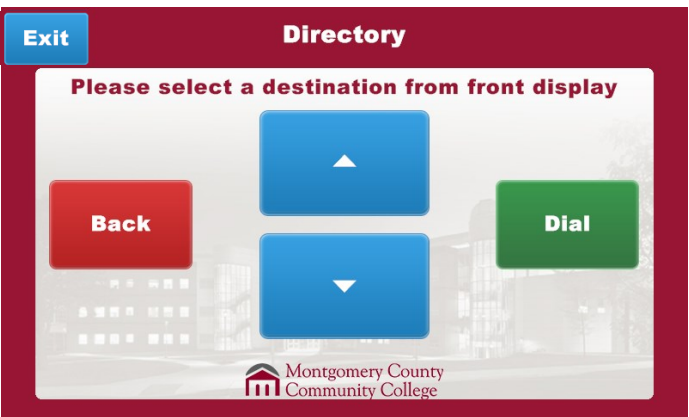2. Select the appropriate option to answer the question "Has your call been connected?" If the remote site has called into you, select "My call is connected." If not, tap "My call is not connected."

Step 2: Connecting the Call

1. Tap the campus to select appropriate destination.

Campus Selection
Exit
Please select a campus

West Campus   Central Campus   Culinary Institute

Back

2. Tap the building on that campus.

Central Campus
Exit
Please select a building

Science Center   College Hall   Advanced Tech. Center
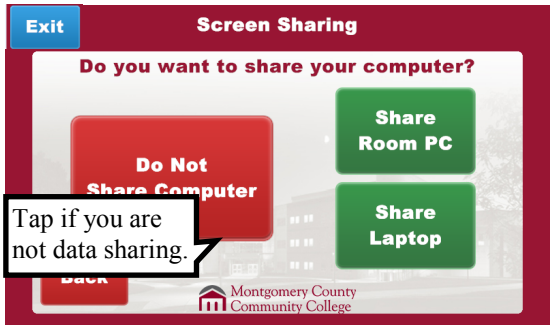East House   Parkhouse Hall   Health Sciences Center

Back

Note: Tap **Back** to return to the previous screen or tap **Exit** to return to the Activity Selection screen.

3. Choose desired room from front display.

Directory
Exit
Please select a destination from front display

Back   ▲   ▼   Dial

4. Tap *My call is connected* when connected.

Call Status
Exit
Has your call been connected?

My call is not connected   My call is connected
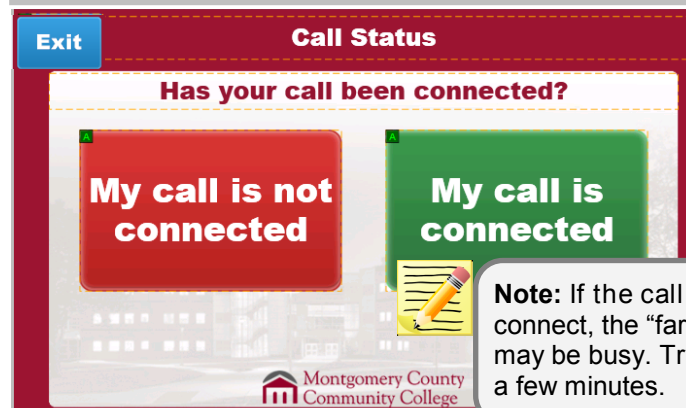
Note: If the call does not connect, the "far" room may be busy. Try again in a few minutes.

Step 3: Screen Sharing *(if needed)*
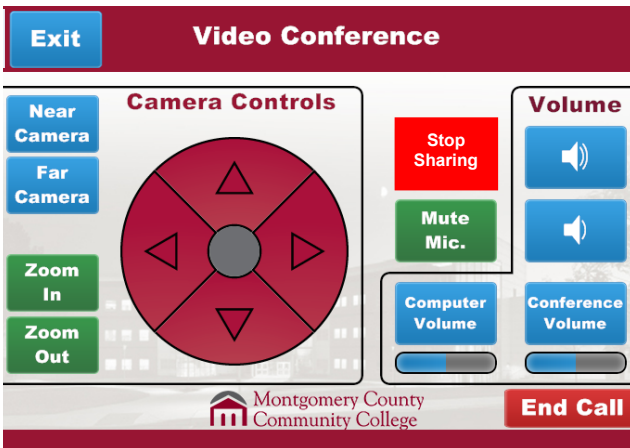
Screen Sharing
Exit
Do you want to share your computer?

Do Not Share Computer   Share Room PC   Share Laptop

Back

Tap if you are not data sharing.

Tap **Share Room PC** to share your screen with the remote site - OR -

*Laptop Users Only—*open the cable cubby on the instructor podium and plug cables into the laptop and turn on your laptop.

VGA Connection   OR   **HDMI Connection**   AND   **Audio Connection**

Tap **Share Laptop**—VGA to share a laptop screen that has a VGA connection.

Tap **Share Laptop**—HDMI to share a laptop screen that has a HDMI connection.

Step 4: Adjusting the Camera Controls *(if needed)*

Video Conference
Exit

Camera Controls
Near Camera   Far Camera   Zoom In   Zoom Out

Stop Sharing   Mute Mic.

Volume

Computer Volume   Conference Volume

End Call

Near Camera	Controls the camera view at your location.
Far Camera	Controls the camera vies at the far location.
Zoom In	Allows you to zoom in—Tap Near Camera then Zoom In to zoom in at your location. Tap Far Camera then Zoom In to zoom in at the far location.
Zoom Out	Allows you to zoom out—Tap Near Camera then Zoom Out to zoom out at your location. Tap Far Camera then Zoom Out to zoom out at the far location.
Arrows	Allows you to move the camera to the right or left and up or down.
Stop Sharing	Allows you to stop sharing data (your screen) with the far location.
Mute	Allows you to mute yourself.
Computer Volume	Tap Computer Volume then the top or bottom speaker icon to increase or decrease the computer volume.
Conference Volume	Tap Conference Volume then the top or bottom speaker icon to increase or decrease the conference volume.
End Call	Tap End Call to disconnect from the video conference.

Step 4: End the Call and Power Down

Tap **End Call** to disconnect from the video conference then tap **System Power Off** to turn off the projector.