

# Classroom Technology

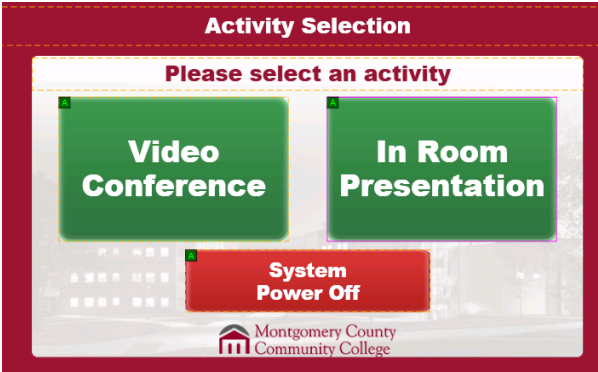
Blue Bell  
Pottstown

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

Montgomery County Community College

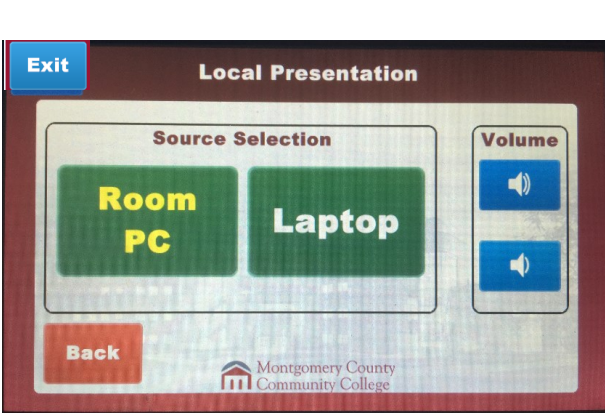
## Step 1: Tap “In Room Presentation” to teach or present

(\*\*Turn over for Video Conference Instructions\*\*)



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 Screen (PC or Laptop VGA)





Classroom Controls screen	
PC, Laptop VGA	Tap the appropriate option to choose a display
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 - Connect Laptop

The PC is located under the TV monitor. Press the power button to turn it on

To use a laptop, connect the VGA/audio cable located near the PC.



	If your laptop has a VGA connection, plug the VGA cable into the VGA 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: Power Down

Tap **Exit** then tap **System Power Off** on the touch display panel to turn off the projector and shut down the PC.

# Video Conference Instructions

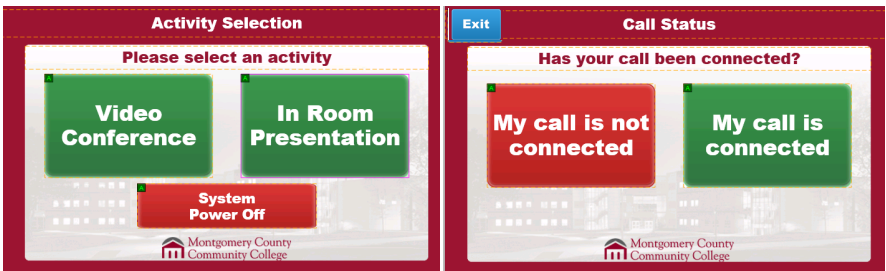
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## Step 1: Tap Video Conference

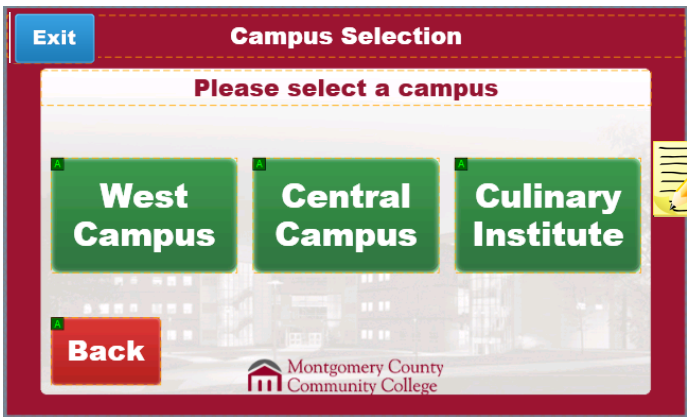
## Turn Over for In Class Presentation / Teaching (No Video Con-



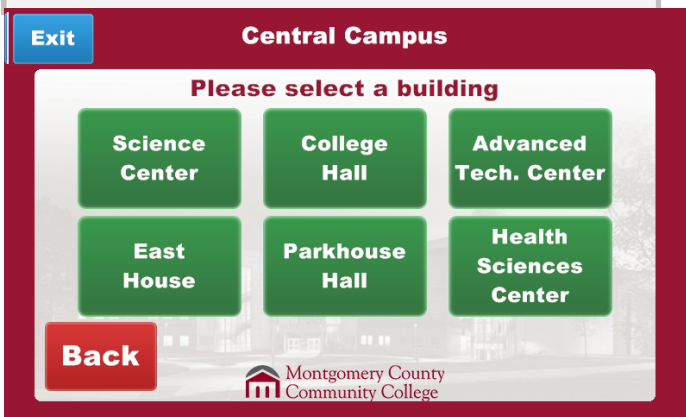
1. Tap **Video Conference** on the touch display panel. The projector will warm up and touch display panel will say “Please Wait.”  
**Note:** Tapping **System Power Off** to turns off the projector. This should be done at the end of the video conference.
2. Select the appropriate option to answer the 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

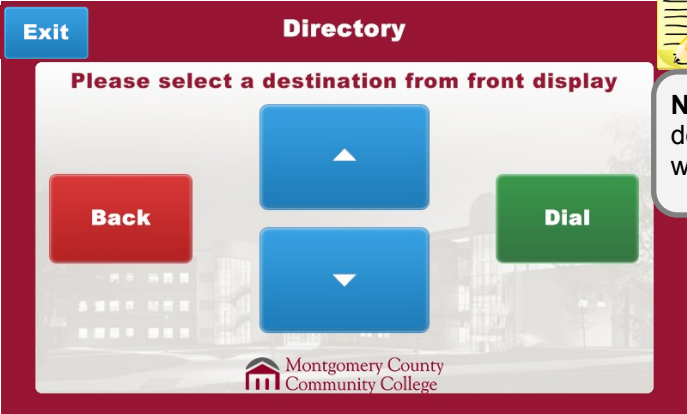
### 1. Tap the campus you want to connect to.



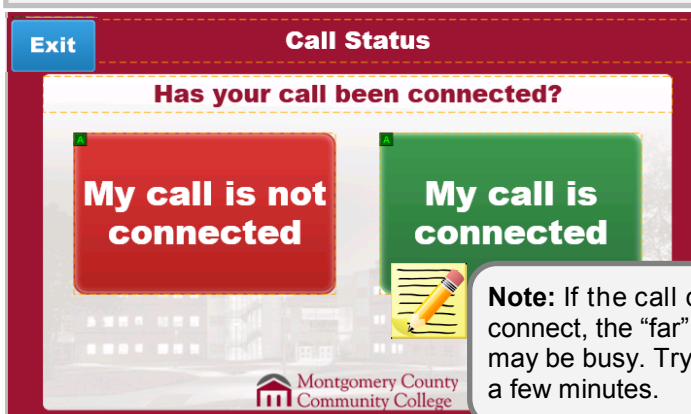
### 2. Tap the building name on that campus.



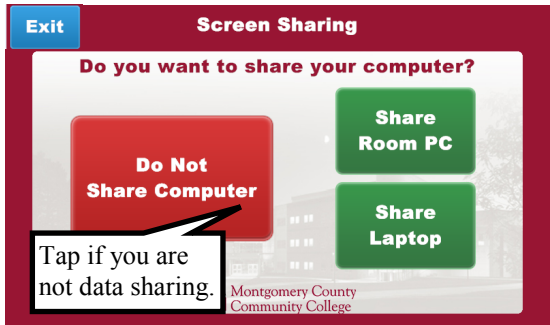
### 3. Choose desired room on the TV display and tap Dial.



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



## Step 3: Screen Sharing (if needed)



Tap **Share Room PC** to share your desktop 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

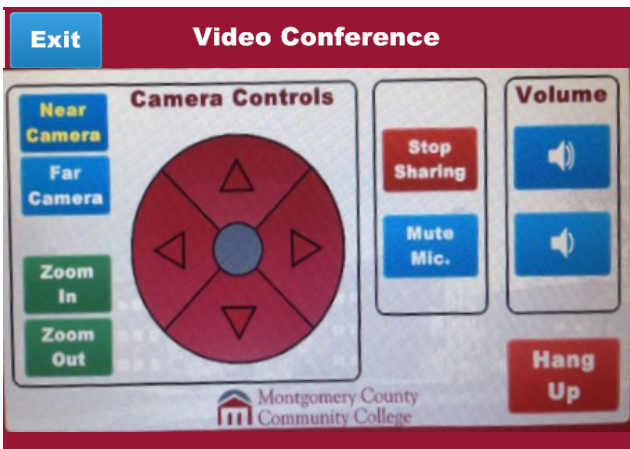
and



Audio Connection

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

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



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 lo- cation. 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 Mic.	Allows you to mute yourself.
Volume	Tap Volume top or bottom speaker icon to increase or decrease the computer volume.
Hang up	Tap Hang up to disconnect from the video conference.

## Step 5: End the Call and Power Down

1. Tap **Hang up** to disconnect from the video conference
2. Tap **System Power Off** to turn off the projector.

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](http://kb.mc3.edu)