



## ***The Teaching and Learning Center***

### ***Smart Classroom Operation Manual: Intermediate Level II Classroom***

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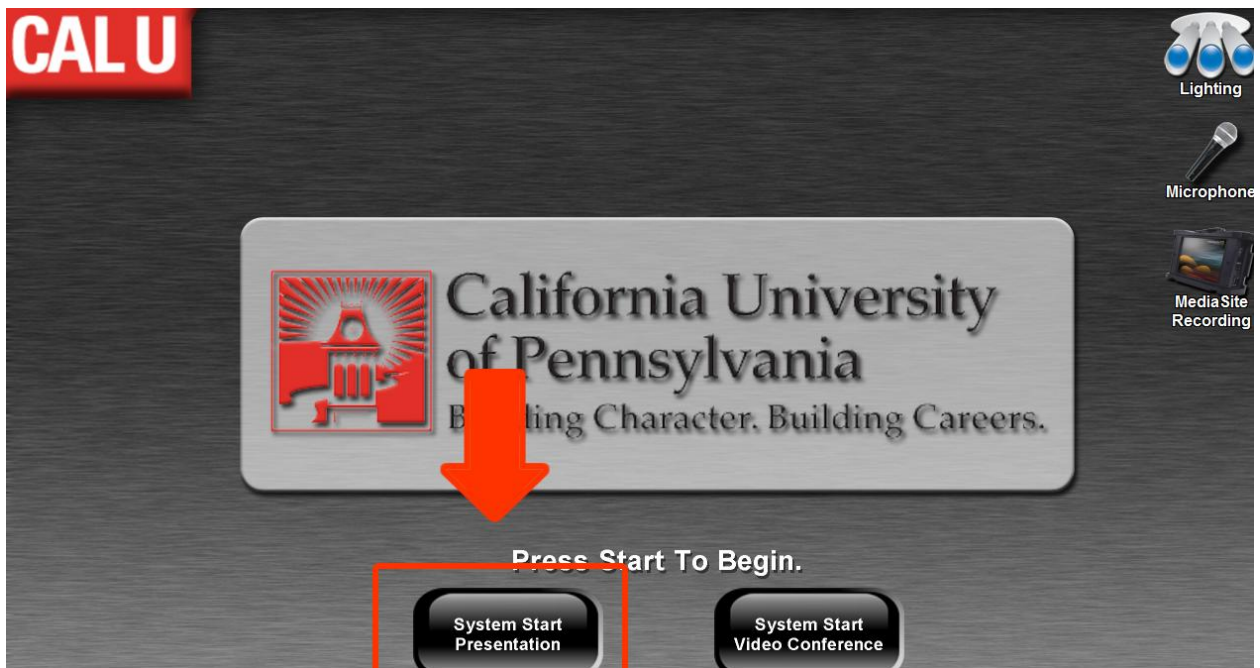
## Intermediate Classroom

Intermediate classrooms are located in Keystone 205, Keystone 211, Eberly 110, Eberly 130, Duda 103, and Duda 116.

These classrooms have two operation modes: Local Classroom (System Start Presentation) or Linked Classroom (System Start Video Conference)

### Local Classroom Mode:

This is the main “home” screen of the touchpanel for all intermediate classrooms. Located in the top right corner are buttons to control the lighting, microphone volume, and recording. To enter Presentation Mode, simply press “System Start Presentation”.



With the press of this single button, the projection screens will lower, the projectors will turn on, the lights will dim to the appropriate level, and the PC will be automatically displayed on both projection screens.



### Source Routing

Once the system has turned on, you will be able to route any source (Laptop, PC, Document Camera, or BluRay DVD) to any destination (Left Projector, Right Projector, Left Monitor, Right Monitor). To display the PC through the system, first select “PC” from the sources column. Once selected, the button will turn red to show it is the active source. Then, in the destination bar at the top of the touchpanel, press the destination where you would like the PC to be shown. In the photo above, we have routed the PC to both projectors and both rear monitors.

By default, the rear monitors “duplicate” the projector’s source. So, if laptop is being shown on the left projector, the left monitor will also switch to laptop. However, you can override what is being shown on the monitor by manually routing a source to that destination.

### Source Volume

On the right side of the touchpanel is the volume control for the selected source. In the example above, since PC is selected, you control the volume of the PC using the volume bar. A blue status bar provides a visual indication of the volume level. Simply press the up arrow to turn up the volume, the down arrow to turn down the volume, or the mute button to turn off the audio.



### Picture Mute

Picture Mute is the ability to “blank” the image on the projector so no one can see what’s being displayed through the projects. For example, if a professor is showing his/her laptop, but must check an email, by pressing “Picture Mute” the screen will go black. After checking your email, you can press Picture Mute again and the laptop will again be shown on the screen.

### Auto Image

Sometimes when connecting a PC or a laptop to the system, the projector may crop the image or show the image in an incorrect resolution. Simply press “Auto Image” and the system will resync the image and correct the problem.



## Microphones

Under your source selections, you have the ability to control the room's microphone volume. Simply select the "Microphones" button to bring up the microphones volume levels. The microphones are grouped into three categories: lectern mic, wireless handheld, and wireless lavalier. Each of these three styles of microphones have their own volume controls. For example, a soft spoken professor may need to turn up the lectern microphone very high, but a loud spoken presenter might need a lower volume level on the handheld microphone.



### Document Camera

The document camera is a source that can be displayed through the system. A document camera allows the presenter to display any three dimensional object to the class through the projection system. Common uses are professors writing on a standard sheet of paper under the document camera rather than the chalk boards, displaying very small objects since the document camera has a powerful zoom tool, or showing fragile or expensive objects that you do not want to pass around the room.

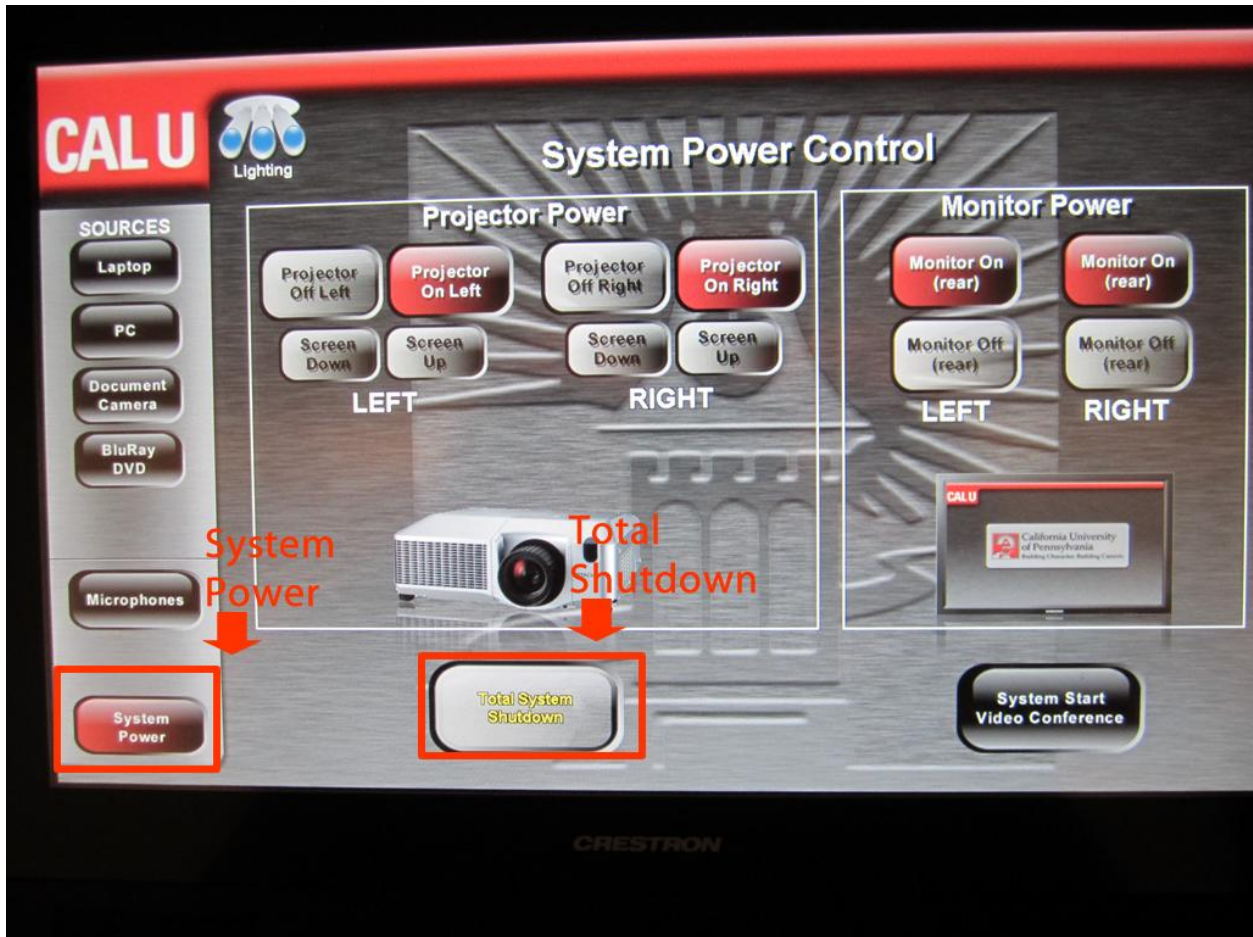
On the right side of the touchpanel, the presenter has the ability to control the document camera. The buttons include On, Off, Zoom In, Zoom Out, and Light. The “Light” button toggles through two lights on the document camera in order to provide the best lighting for your object.



### BluRay DVD

The presenter can select to display a BluRay DVD through the system. From the source selection screen, simply press the BluRay DVD button. After this button is pressed, the presenter now has the ability to control all aspects of the BluRay. Buttons available include play, pause, stop, last chapter, next chapter, rewind, fast forward, go back, dvd menu, up, down, left, right, and ok.





### System Power

When you are finished using the classroom technology system, select “System Power” on the left side of the touchpanel. The screen above will now be active. You have the ability to shut off individual projectors, screens, or monitors; or you can shut down the entire system. 99% of the time, you will use “Total System Shutdown” to shut down the entire room.

### Linked Classroom Mode:

This is the main “home” screen of the touchpanel for all intermediate classrooms. Located in the top right corner are buttons to control the lighting and microphone volume. To enter Classroom to Classroom Mode, simply press “System Start Video Conference”.



With the press of this single button, the projection screens will lower, the projectors will turn on, the lights will dim to the appropriate level, and the PC will be automatically displayed on both projection screens.



### Call Classroom-To-Classroom

This will be the screen displayed after you enter “classroom-to-classroom” mode. You will notice “Hand Remote” on the left side of the touchpanel will be highlighted red. Each intermediate classroom is directly connected to another intermediate classroom in the same building. For example, Eberly 110 is connected to Eberly 130. Looking at the touchscreen above, the professor simply presses “Call Eberly 130” and the classrooms are automatically connected. By pressing “Hang Up” the call will be ended.



### Call Any Classroom on Any Campus:

If you wish to dial a classroom other than the directly connected classroom (as in this case, Eberly 130), you simply enter the IP address using the numbered keypad with the “\*” acting as the period. For example, to dial 192.168.1.1, you would enter 192\*168\*1\*1. If the classroom you wish to connect to is a connected to often from Cal U, simply press the directory button and navigate using the arrow keys on the touchpanel to find the classroom in the address book. Classrooms at Clarion, Southpointe, and other Cal U classrooms are preprogrammed into the address book.



Once connected to a classroom, press the “Near End Sources” button to select what source you would like to display in both your local classroom and the far-end classroom. All sources available for sending are listed horizontally across the top of the screen. These sources include PC, laptop, document camera, teacher camera, student camera left, and student camera right.



### Display PC

You can display the local PC located in the lectern by pressing the “PC” button. This PC will be shown both in your classroom and the classroom you’re connected to.



### Display Document Camera

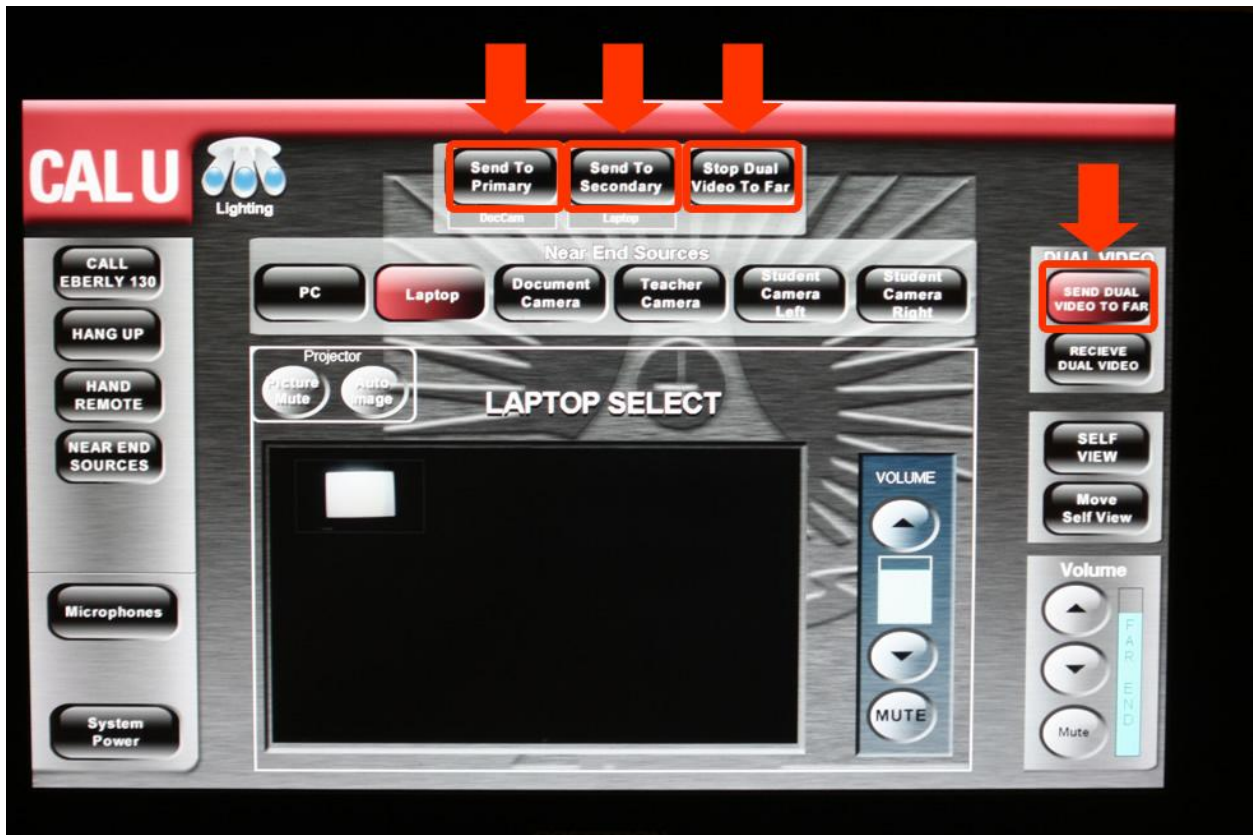
You can display the document camera by pressing the “Document Camera” button. The document camera will be shown both in your classroom and the classroom you’re connected to.



### Teacher Camera/Student Cameras

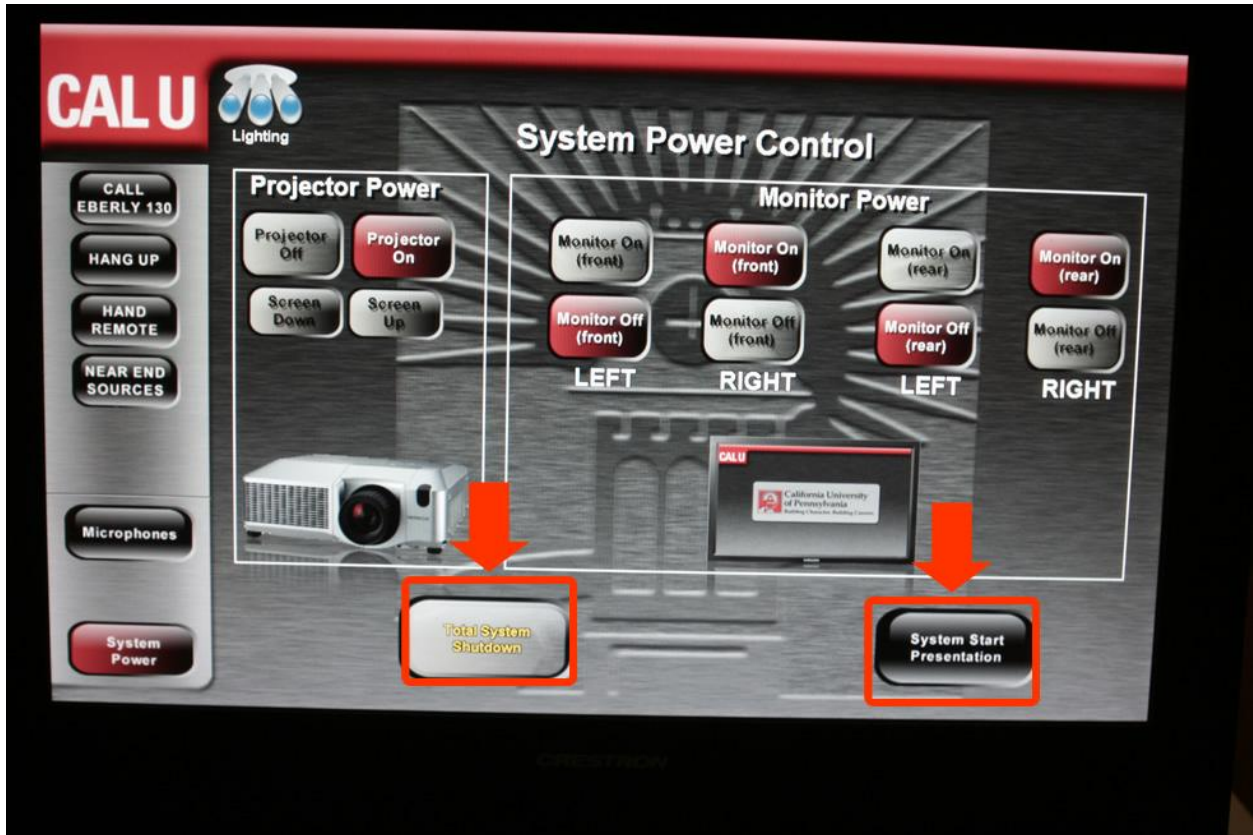
Instead of the far-end classroom staring at a PowerPoint presentation for the entire class, it is suggested that the professor often switch the source to "Teacher Camera". This will show the far-end classroom the professor teaching. You can zoom-in/out and position the camera to best fit your teaching stance using the arrow buttons located in the orange box above. The same is true of the student cameras.





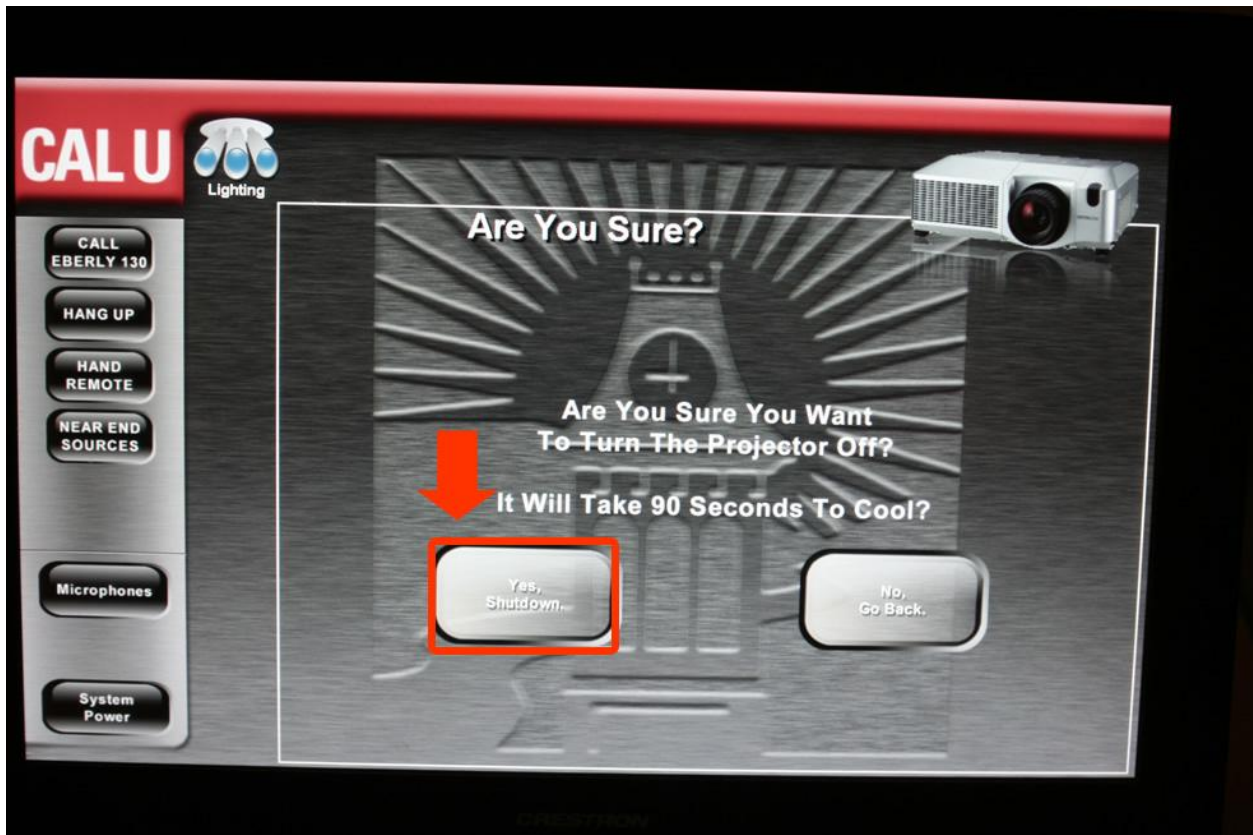
### Send Multiple Sources to the Far-End

Just as in local presentation mode, if you wish to send two sources to the far-end classroom, you have the ability to do so. Simply press the “Send Dual Video to Far” located on the right side of the touchpanel. You will then need to route a source to the primary and secondary display located horizontally at the top of the touchpanel. Just as in local mode, select the source, then press “send to primary”. In this example, Doc Cam has been sent to Primary and Laptop has been send to Secondary. To exit Dual Video mode, select “Stop Dual Video to Far”.



### ShutDown

To shut down the entire system, select “System Power” on the left side of the touchpanel. You will now have the option for “Total System Shutdown” or “System Start Presentation”. If you select “System Start Presentation”, you will enter normal, local operation mode. To shut down the system, select “Total System Shutdown”.



### Shutdown Confirmation

Once “total shutdown” is selected, you will be asked to confirm shutdown. If you confirm shutdown, all equipment in the room will shutdown.