



VALDOSTA STATE UNIVERSITY

Welcome To: Smart Classroom Training





Objectives

Become familiar with:

- Smart Classroom Controls -
 - Xpanel Screen Options
 - How to Receive Help
 - Symposium Display Features
- Smart Software -
 - Aware Tools
 - Notebook Software



Power On System

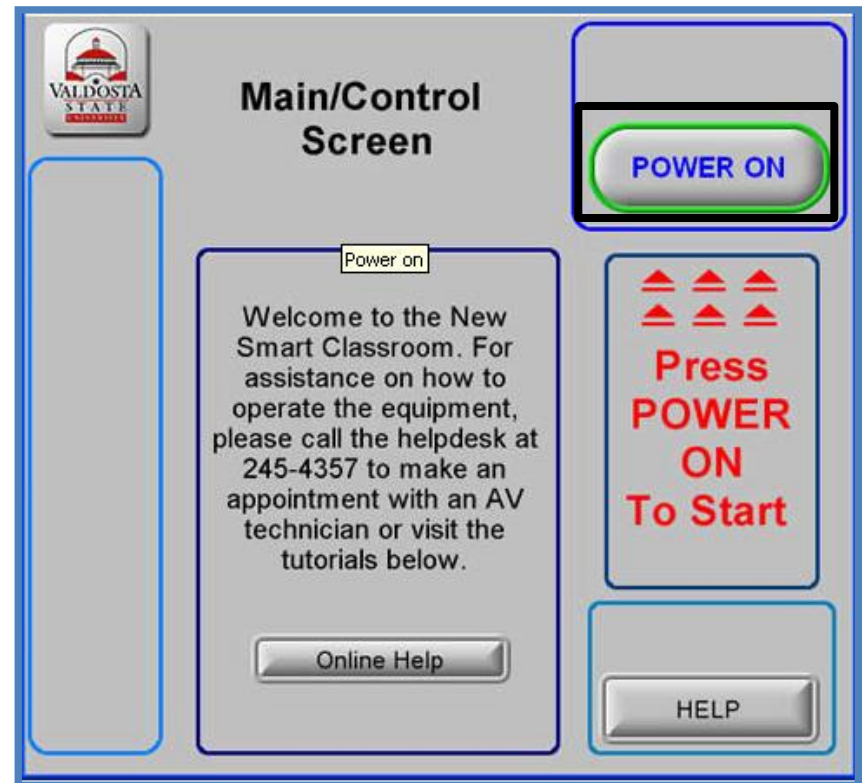
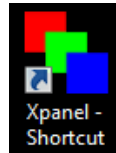
- Power on CPU
- Verify Sympodium screen is powered on (located on the top right of screen)
- Log on to computer with own Active Directory account (access to “My Documents” folder) or Lab account





Power on System – cont'd

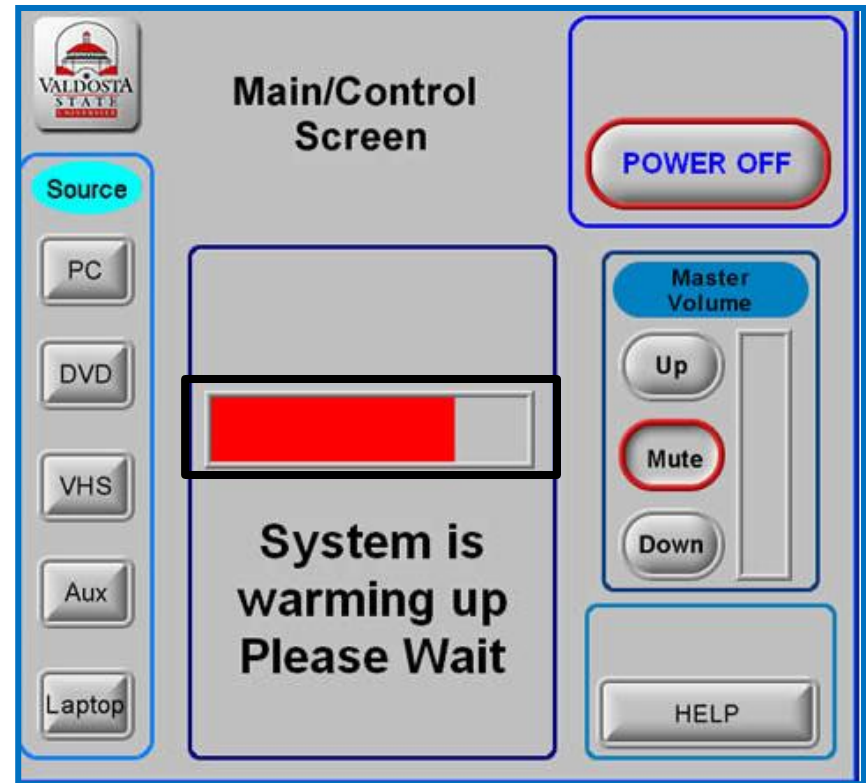
- Open Xpanel software (shortcut on desktop, if it doesn't open automatically)
- Projection screen will lower, if necessary
- Select Power On button from Main Control Screen





System Warm Up

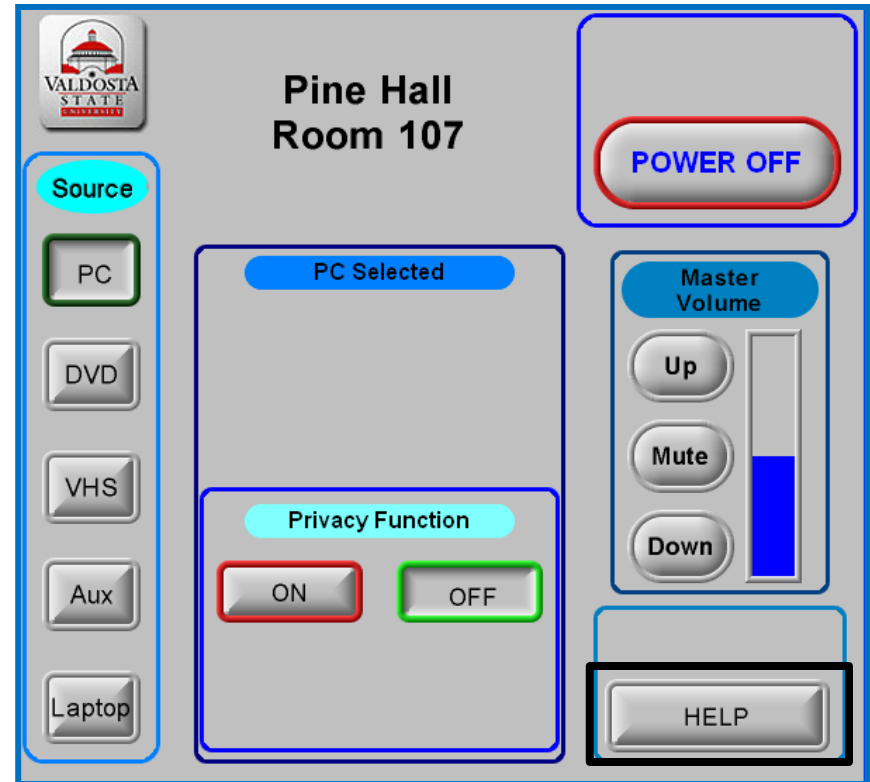
- After selecting Power On button, system warm up takes approximately 25 seconds to power up projector and reset unit to defaults
- Screen remains visible during warm-up process
- PC Source is default - computer image displays on projection screen





Help

- Selecting Help button – displays “Need Assistance” Screen





Help – Need Assistance

- Online Help – takes you to online tutorials
- Technician Needed – sends signal to AV Support and Helpdesk indicating assistance is needed
- If AV support has not responded in two minutes – Helpdesk will contact

The screenshot shows a 'Help' interface with the following elements:

- Top Left:** Valdosta State University logo.
- Top Right:** Title 'Help'.
- Left Panel (Red Box):** Text 'View online help. (Opens in browser)' above a button labeled 'Online Help' (which is also highlighted with a black box).
- Right Panel (Red Box):** Text 'Please send technician to room ASAP. Please note that a technician may not be available. We will dispatch a technician as soon as one is available.' above a button labeled 'Technician Needed' (which is also highlighted with a black box).
- Bottom Section (Red Box):** A group of four buttons: 'DVD VCR', 'Sound', 'Projector', and 'Other'. To their right is the text: 'Please use these buttons to report equipment need maintenance or repair. A technician will be assigned to the work order.'
- Bottom Bar (Green Box):** A 'Helpdesk Response' indicator.
- Bottom Buttons:** 'Return to Main Control Page' and 'Tech Menu'.



Help – Need Assistance – cont'd

- Indicate which piece of equipment is having problems
- Response time goal, when technician is available, is 10 minutes
- Select “Return to Main Control Page” button when finished

Help

View online help.
(Opens in browser)

Online Help

Please send technician to room ASAP. Please note that a technician may not be available. We will dispatch a technician as soon as one is available.

Technician Needed

DVD VCR Sound
Projector Other

Please use these buttons to report equipment need maintenance or repair. A technician will be assigned to the work order.

Helpdesk Response

Return to Main Control Page

Tech Menu

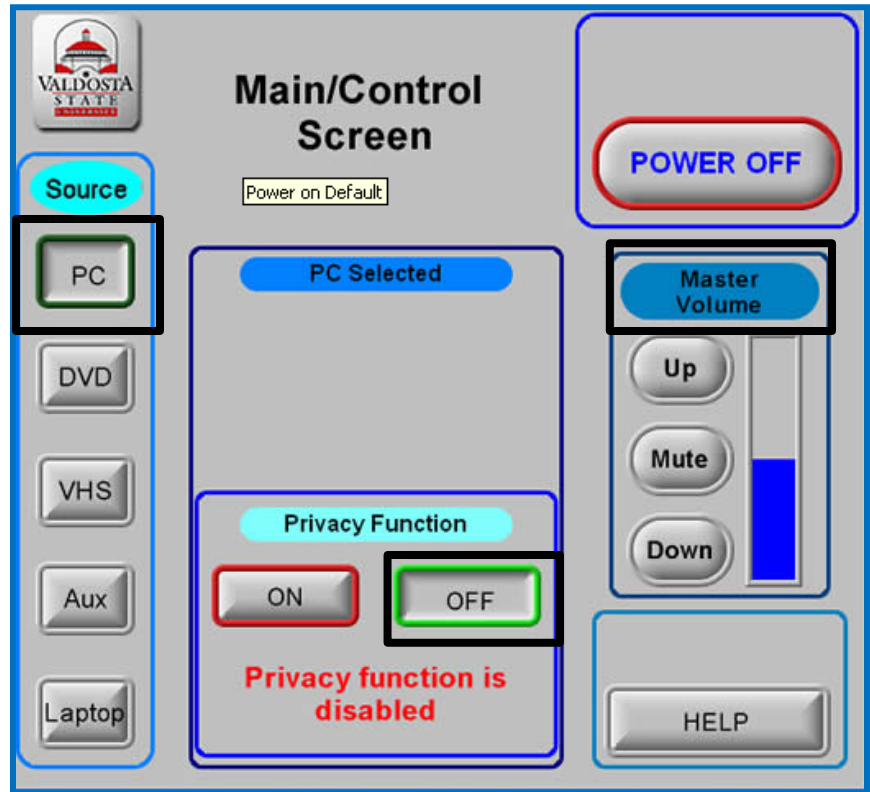


Main Control Screen

PC is default selection

Volume is set at 50%

- Main Control Screen provides sub-menus to aid in the use of each piece of equipment
- Shown here is the default sub-menu after system has been powered on

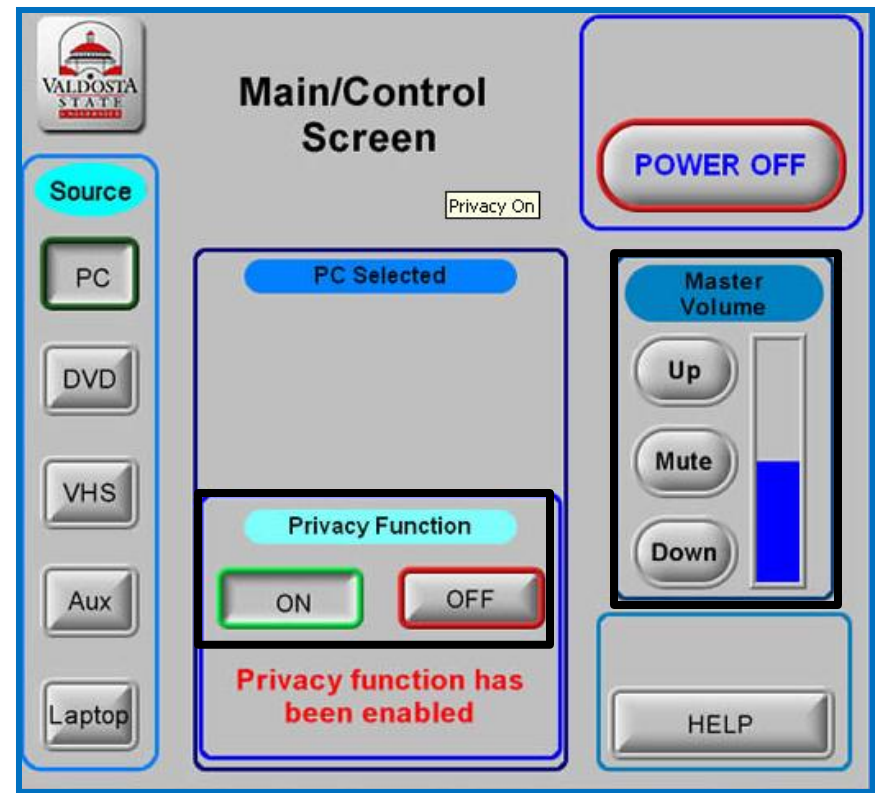


Privacy is turned off



Privacy Feature/Master Volume

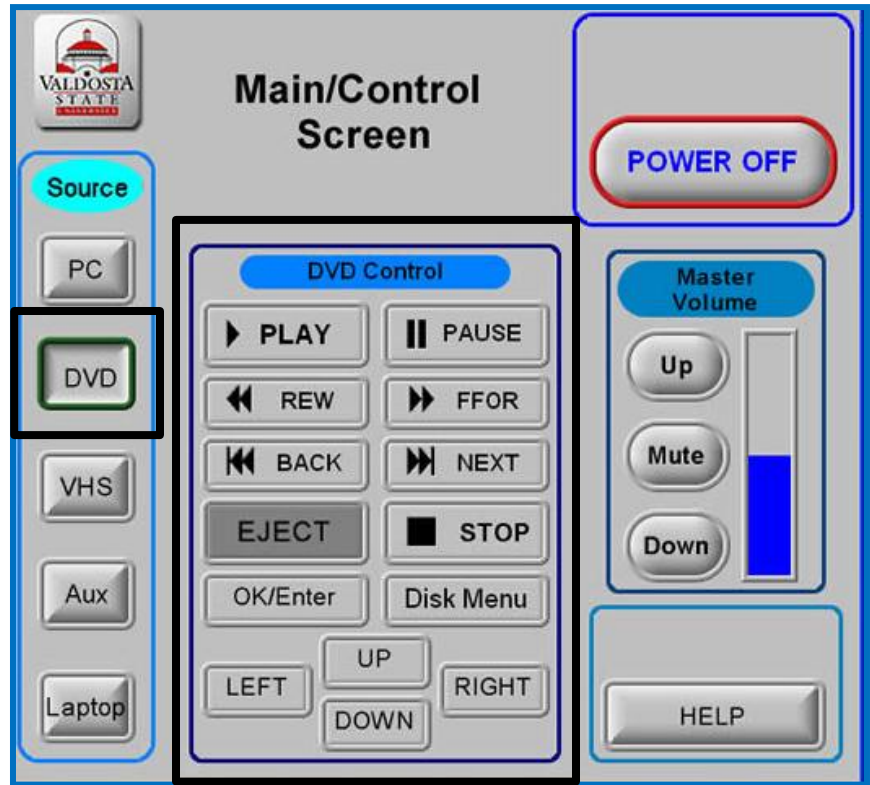
- Privacy allows you to blank the projector screen – useful if you wish to use the PC without displaying to the audience
- To activate – press Privacy On button
- To deactivate – press Privacy Off button
- Use Up, Down and Mute buttons to control the Master Volume





DVD

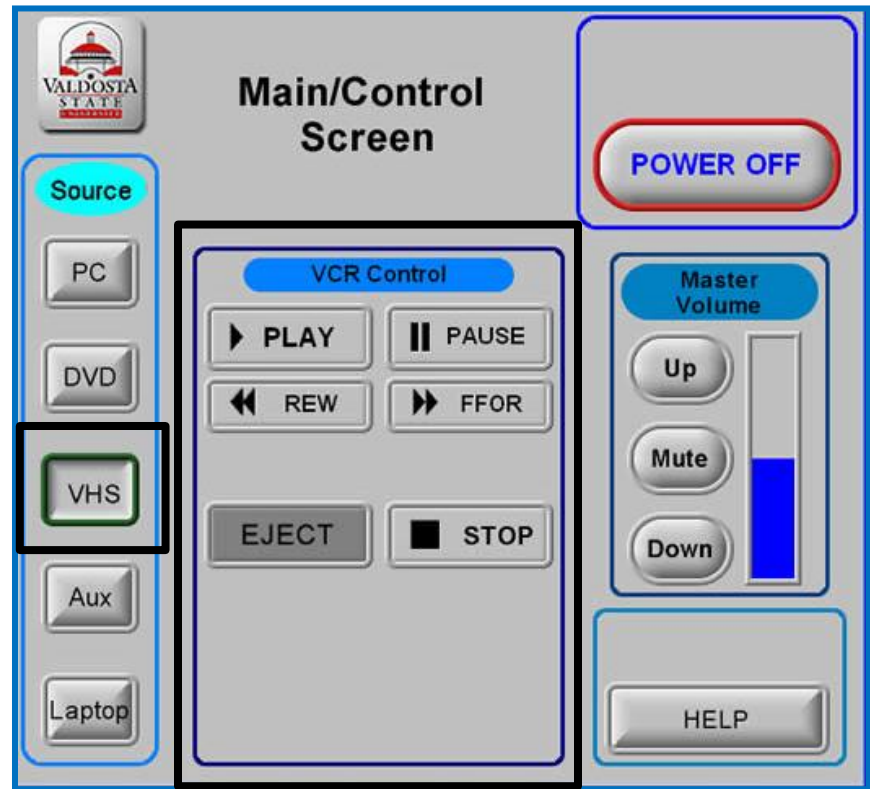
- Press DVD button which enables the DVD Control sub-menu
- System automatically selects proper video and audio inputs
- Insert DVD or CD and use appropriate buttons on DVD control panel





VCR

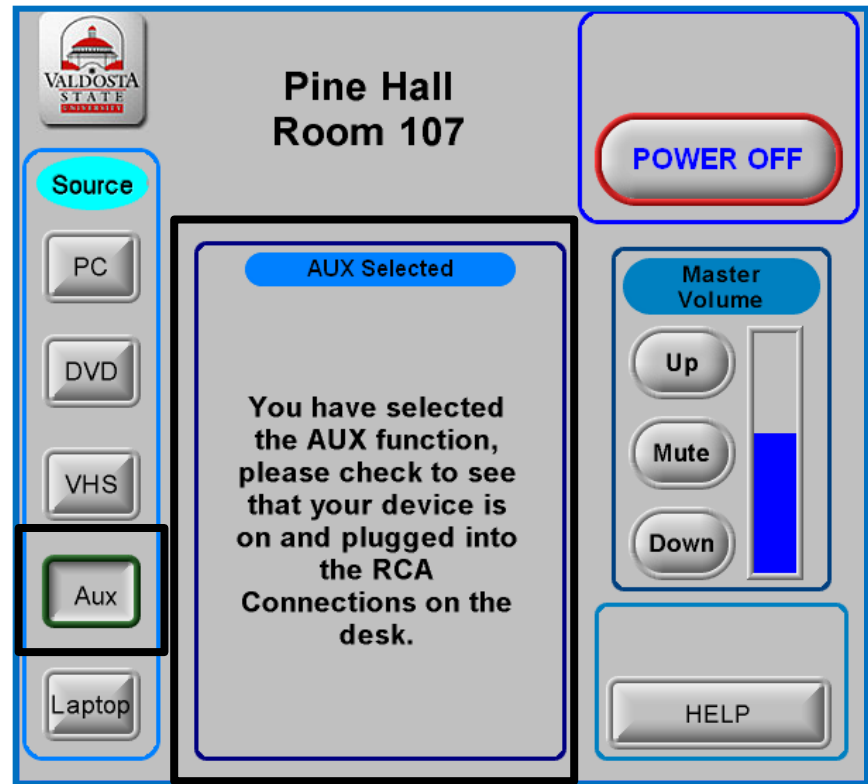
- Press VHS button which enables VCR Control sub-menu
- System automatically selects proper video and audio inputs
- Insert tape and use appropriate buttons on VCR control panel





Auxiliary

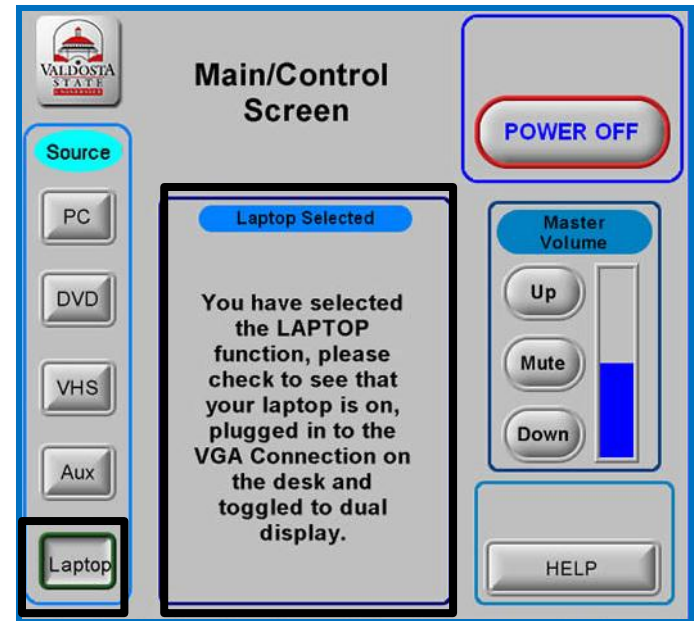
- Auxiliary (AUX) features are not available on all systems – if there is a plate with an RCA jack on the desk then AUX features are available
- Used for any equipment that requires an RCA jack such as laser disk player, iPod, etc.
- Yellow is video, other two are audio





Laptop

- Laptop feature is not available on all systems – check for appropriate face plate
- Press Laptop button which enables the Laptop Control sub-menu
- Systems automatically selects proper video and audio inputs





Laptop – cont'd

- Verify that laptop is powered on and plugged into the VGA connection on the desk and toggled to dual display
- All VSU-issued HP laptops use Function + F4 to toggle to dual display





Document Camera

- Document camera is not available on all systems
- Allows you to take a page from a book, magazine, manuscript or any 3D item and display it on the projected screen – ex: History artifact you do not wish to pass around the class





Symposium

- Symposium display allows the presenter to write over any presentation in digital ink, highlight concepts and/or take notes all while projecting to the audience





Symposium Features

- Interactive Screen – control the computer with the pen tool and write over any application with digital ink
- Battery-free tethered pen – write smoothly and comfortably with the attached battery-free pen
- Pen can also be used as input device instead of using mouse





Symposium Features – cont'd

- Pen and Function tools – use buttons to change between ink colors, eraser mode and return cursor without crowding the display with toolbars



What is ePro?

- PSFIN module for requisition creation and management
 - Request goods and services
- Electronic approvals via Workflow
- ePro Requisitions are routed to various approvers, are budget checked, and then sourced into Purchase Orders



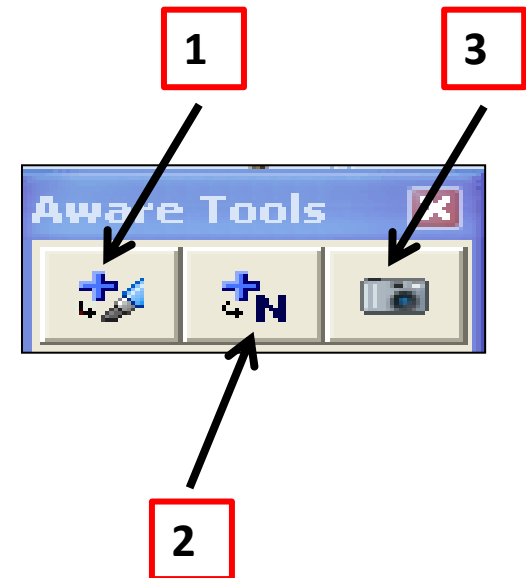
Symposium Features – cont'd

- High-speed USB Ports – connect up to two external USB devices such as external memory, mouse, keyboard or headset



Aware Tools – Used with M/S Word and Excel

- Activating pen again makes software “ink aware” and the Aware Tools floating toolbar appears
- **1** – Press to insert drawing or writing as an image directly into file
- **2** – Press to convert writing as typed text directly into file
- **3** – Press to save a screen capture in Notebook software

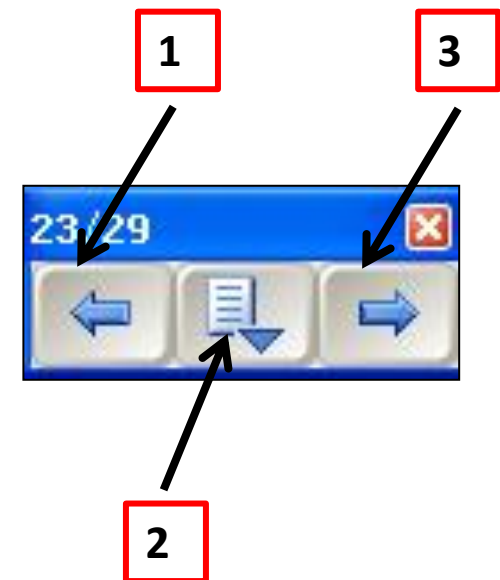




Aware Tools – Used with PowerPoint

- When presenting a slideshow with PowerPoint you can save notes as images and save screen captures by using the Slide Show Toolbar

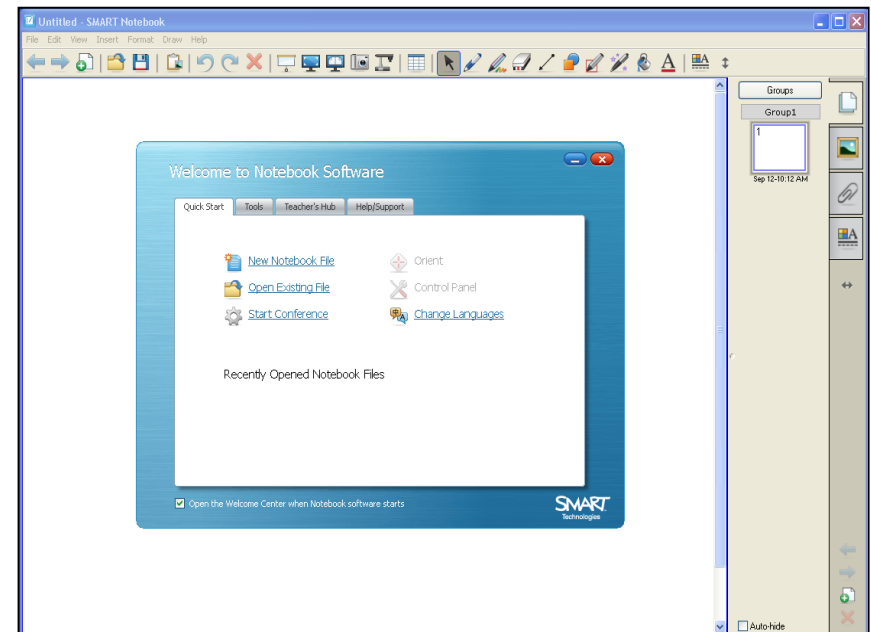
- **1** – Go to previous slide
- **2** – Open the command menu
- **3** – Go to next slide





Notebook Software

- Notebook software – create, organize and save notes, drawings and screen captures
- Welcome Message can be turned off
- Import PowerPoint slides and edit them in Notebook software or export Notebook pages to PowerPoint software





Notebook Software

- For easy access to Notebook software it can be downloaded to your desktop or laptop
- <http://www.valdosta.edu/>
- Go to: Information Technology, Audio/Visual Support, Downloads for instructions



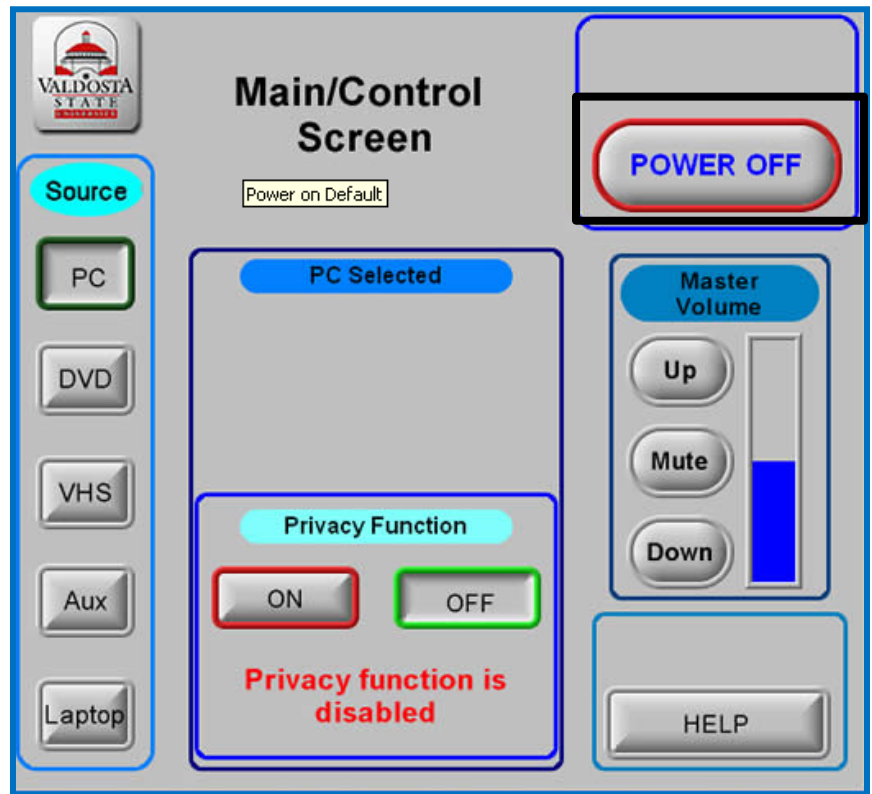
Notebook Limitations

- To import PP presentations to Notebook they must be in 2003 format
- Import and Export – in order to import PP to Notebook and/or Notebook to PP --M/S Visual Basic for applications must be installed on your system – M/S has discontinued support for this product
- Copy and paste can be used



Power Down System

- Click Power Off button
- System powers down all devices and mute the volume
- System resets unit to defaults





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Thank you for coming

