



Training and Communication
Division of Information Technology

Smart Classroom Orientation



Objectives

Today's Session Will Demonstrate How To:

- ✓ Power the System On and Off
- ✓ Log In with Classroom Credentials
- ✓ Navigate Xpanel
- ✓ Control the Projector and Screen
- ✓ Request Technical Assistance or Report a Problem
- ✓ Access Additional Resources



Preparing Your Classroom

- If off, power on the computer.
 - The computer will be located in the cabinet under the instructor workstation.
 - To power on, press the button in the front center of the computer.
- If off, power on the Sympodium.
 - Power button located on the top right of screen or on the bottom left depending on model.





Logging In

Classroom login information is located on the workstation's surface.

Logging into the computer:

Users can login with their own **Active Directory credentials** to access their own **My Documents folder**:

Username: {same as your Active Directory Account}
Password: {same as your Active Directory Account}

Users can also login using a group use account to access locally installed software:

Username: ~~admin~~
Password: ~~admin~~

If the user before you ***forgot to log out and the computer is locked***, please follow the following steps to unlock the computer:

1. Click the **Switch User** button located below the password entry field.
2. You will be brought back to the original window with instructions on how to log in.
 - a. Click the **Ok** button.
3. Enter **username and password** as instructed above, press **Enter** on the keyboard or click **blue arrow**.

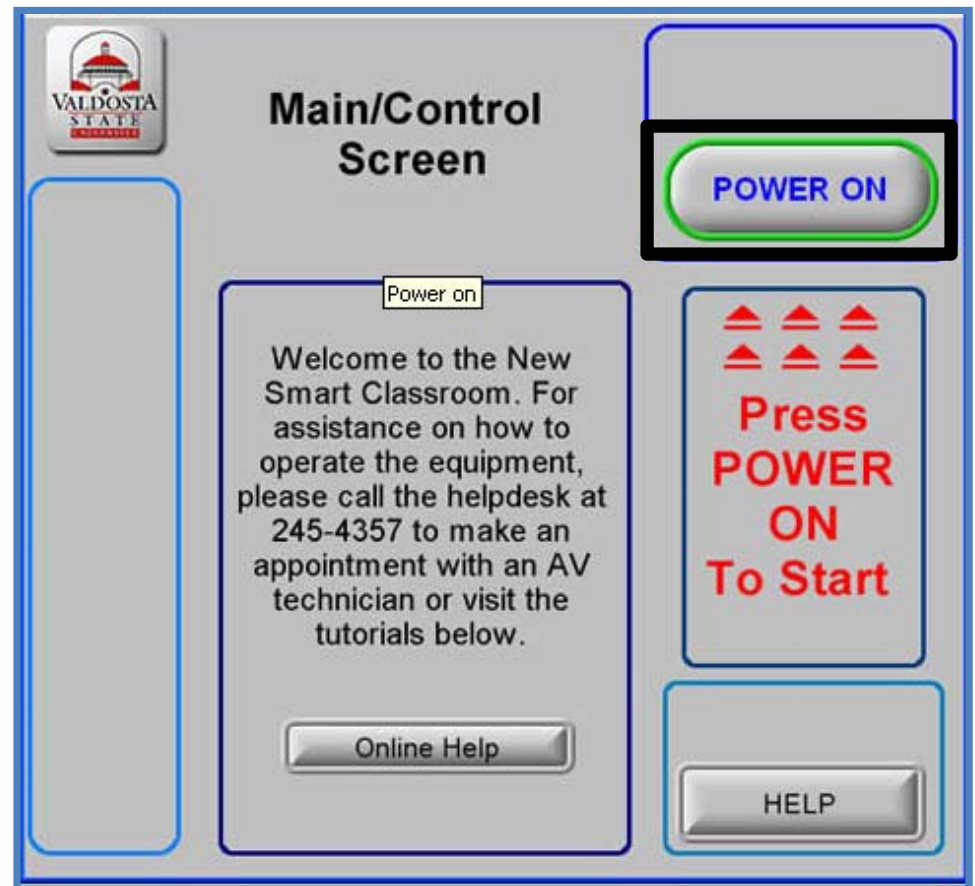


Opening Xpanel

- Xpanel controls the SMART classroom.
- If Xpanel does not automatically open, double click the Xpanel Icon.



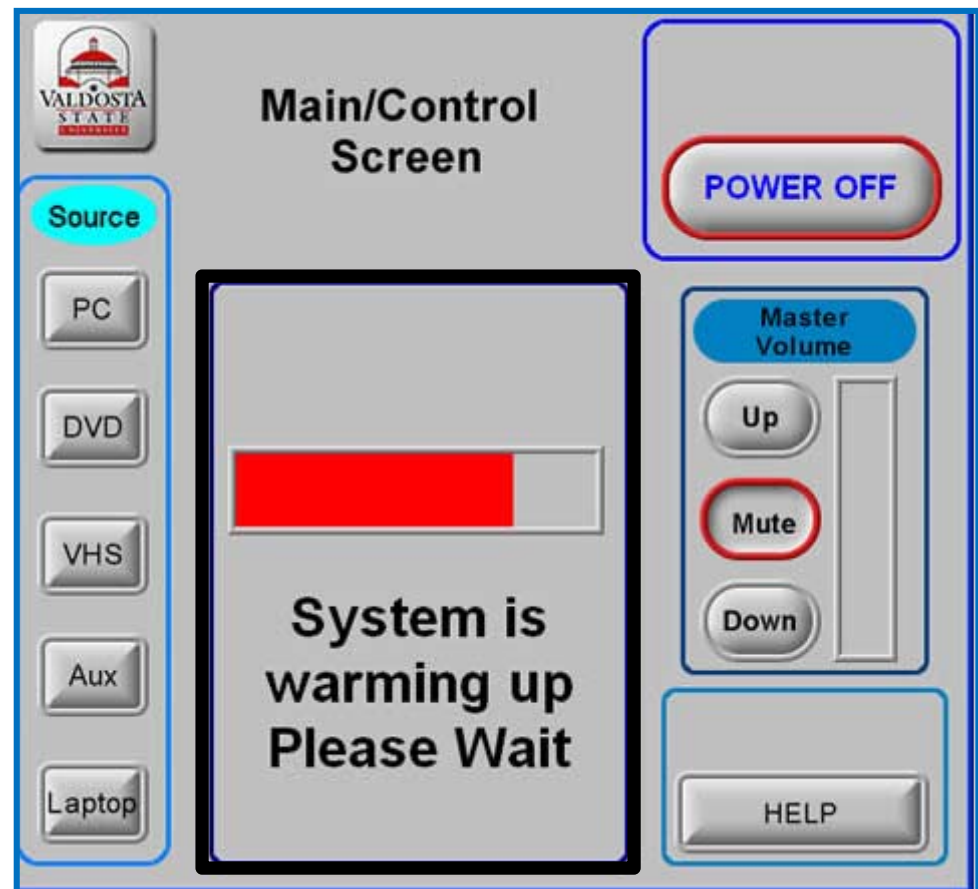
- Select Power On button from Main/Control Screen.





System Warm-Up

- The warm-up process takes approximately 25 seconds.
- Screen remains visible.





The Projector

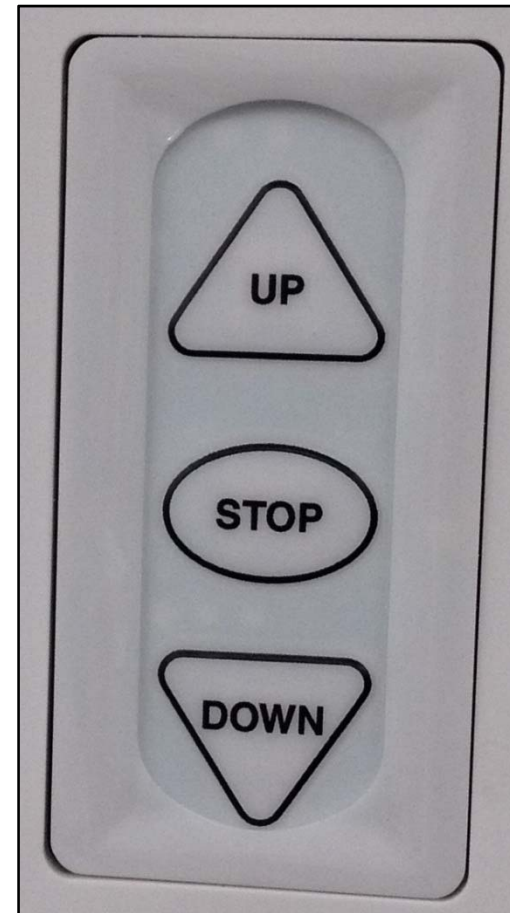
If Xpanel does not automatically power on the projector:

- The projector will need to be powered on manually via remote.
- If there is no remote, the projector will need to be powered on physically by pressing the power button on the bottom of the projector.



The Projection Screen

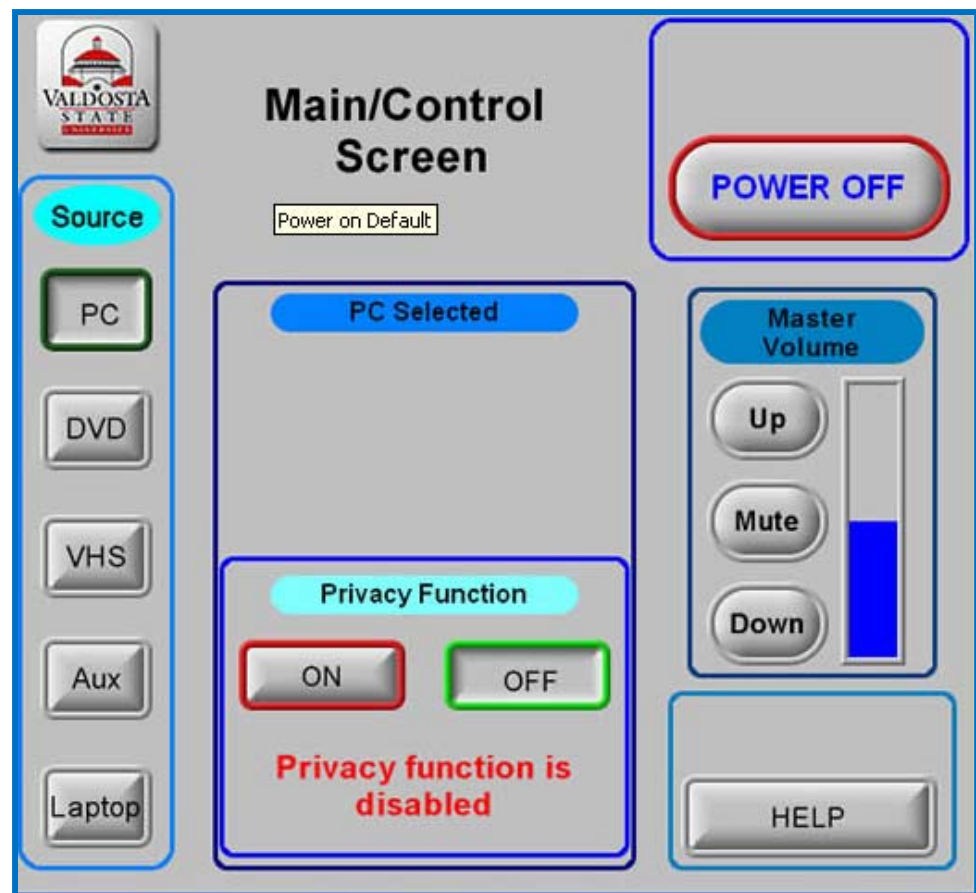
- If Xpanel does not automatically bring down the projection screen, use the wall switches to manually control the screen.
- The screen switches are two white triangles, one pointing up and one pointing down.





Using Xpanel

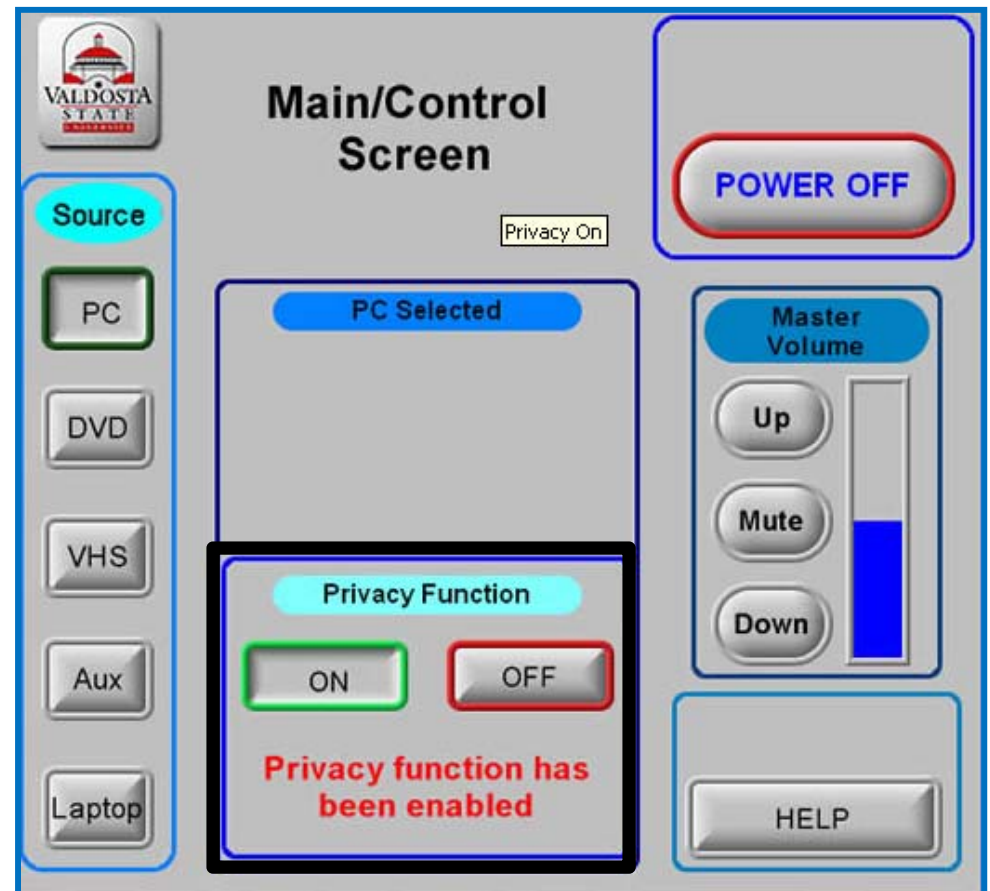
- This is the Main/Control Screen that will be used to control the classroom.
- By default, PC is the selected source, the volume is at 50%, and the privacy function is off.





Privacy Function

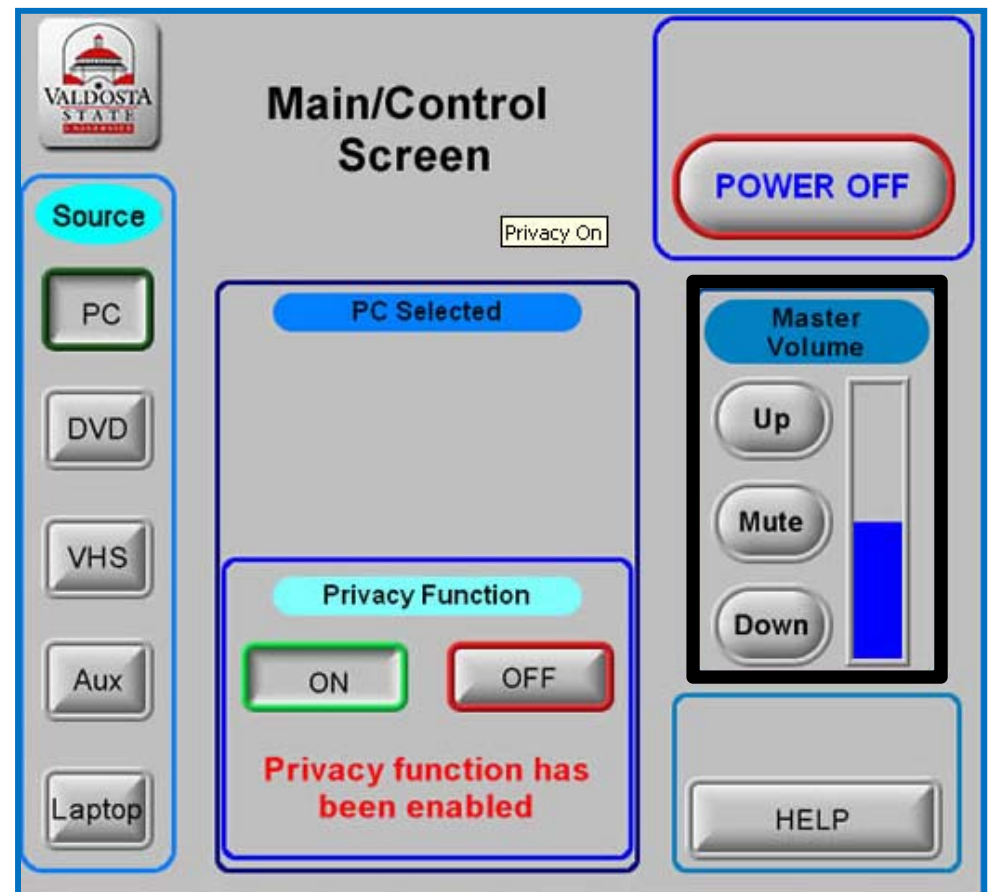
- Privacy allows you to darken the projector screen.
- To activate, press Privacy On button.
- To deactivate, press Privacy Off button.





Master Volume

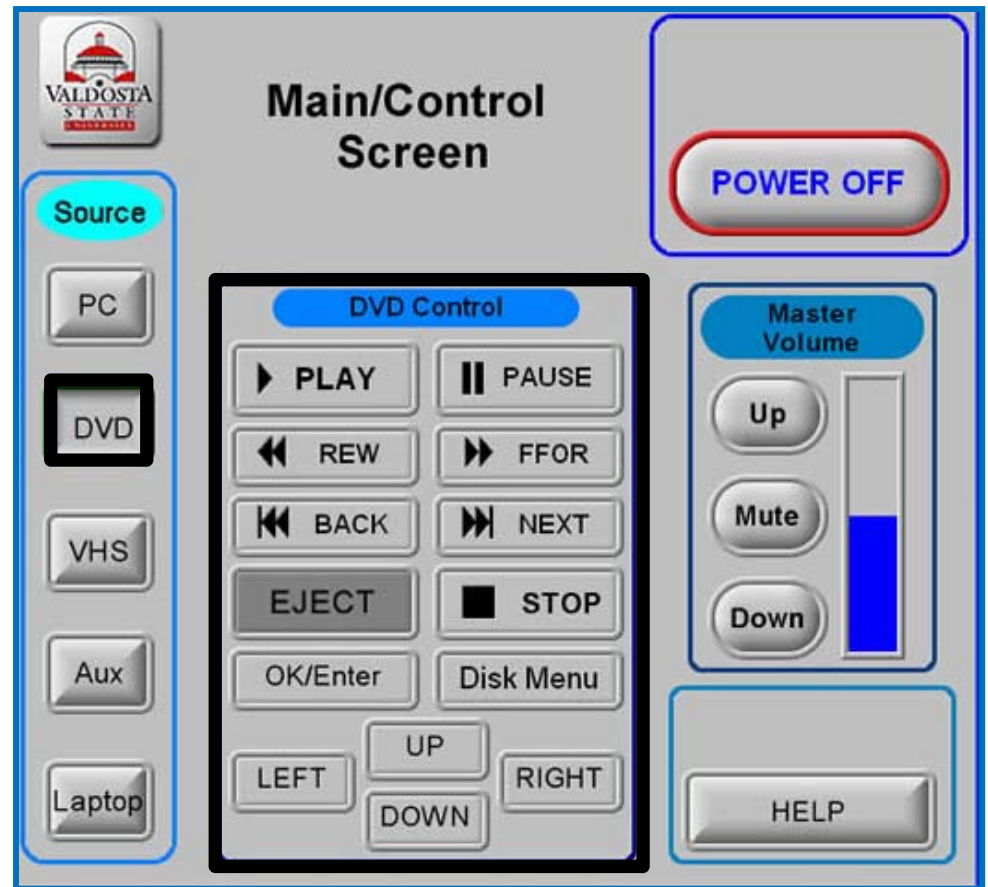
- Use Up, Down, and Mute to control the Master Volume.
- Volume is left at 50% by default.
- May need to adjust computer volume or media player volume.
- Master Volume controls microphone volume.





DVD

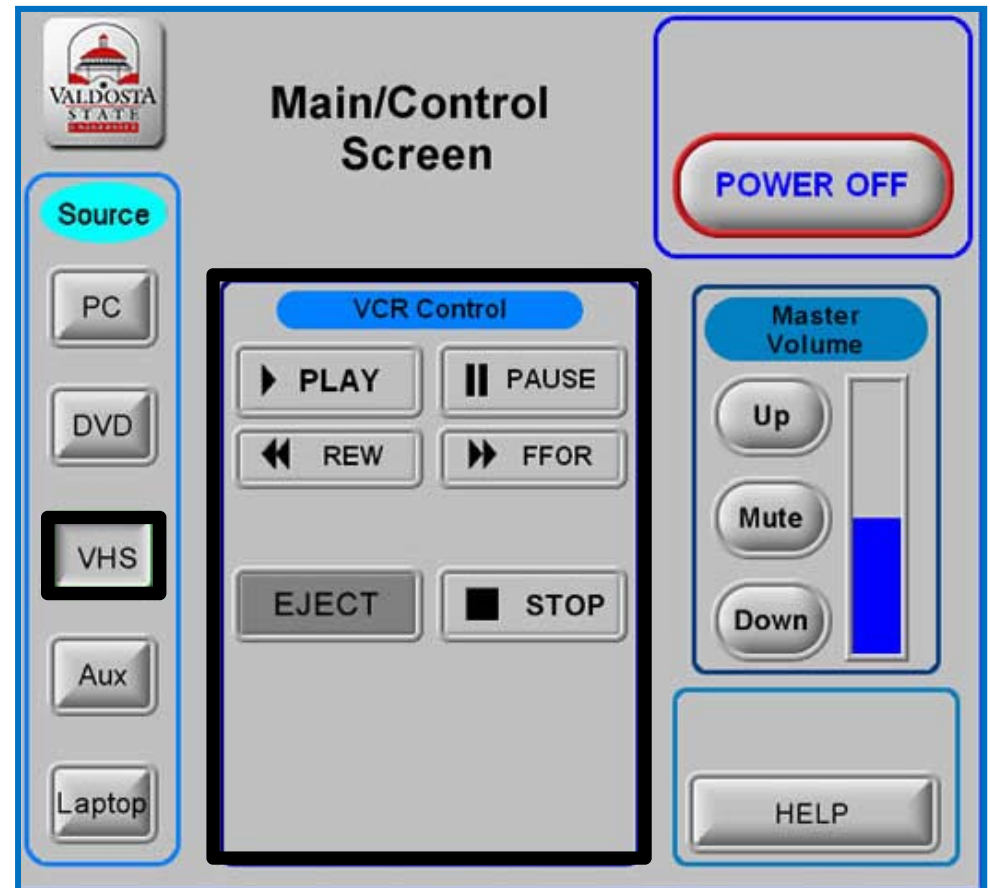
- Displays DVD options.
- Insert DVD or CD and use appropriate buttons on DVD control panel.





VHS

- Displays VHS options.
- Insert tape and use appropriate buttons on VHS control panel.
- Not available in all rooms.



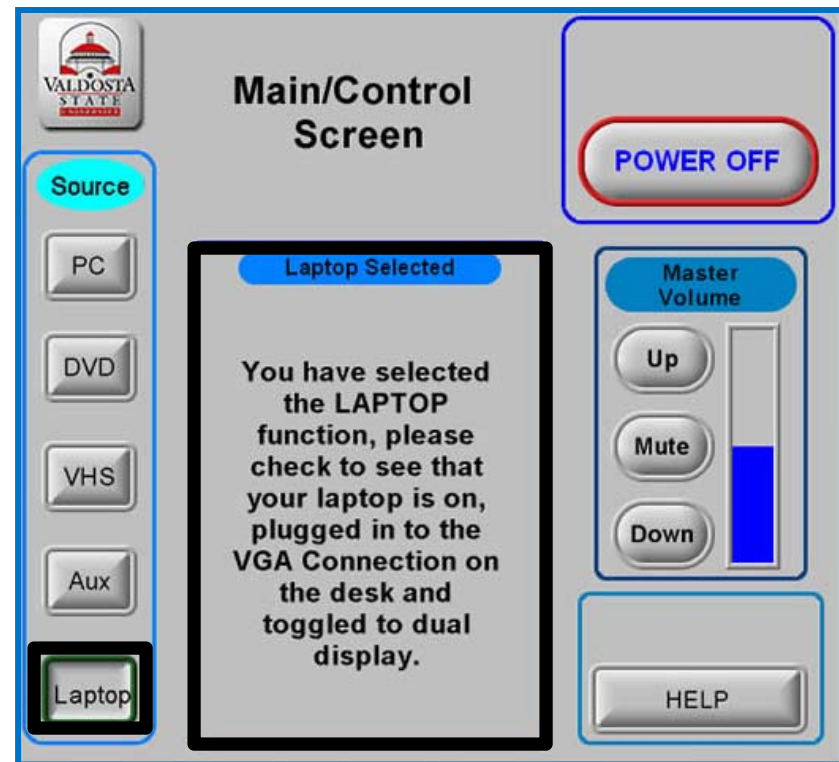


Laptop

- Displays devices connected via VGA cable.



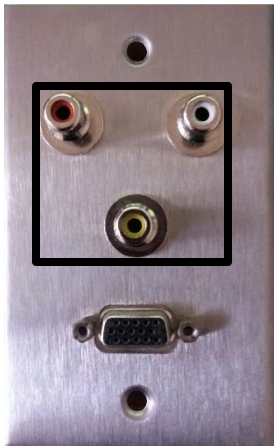
- Only available in rooms with VGA port.



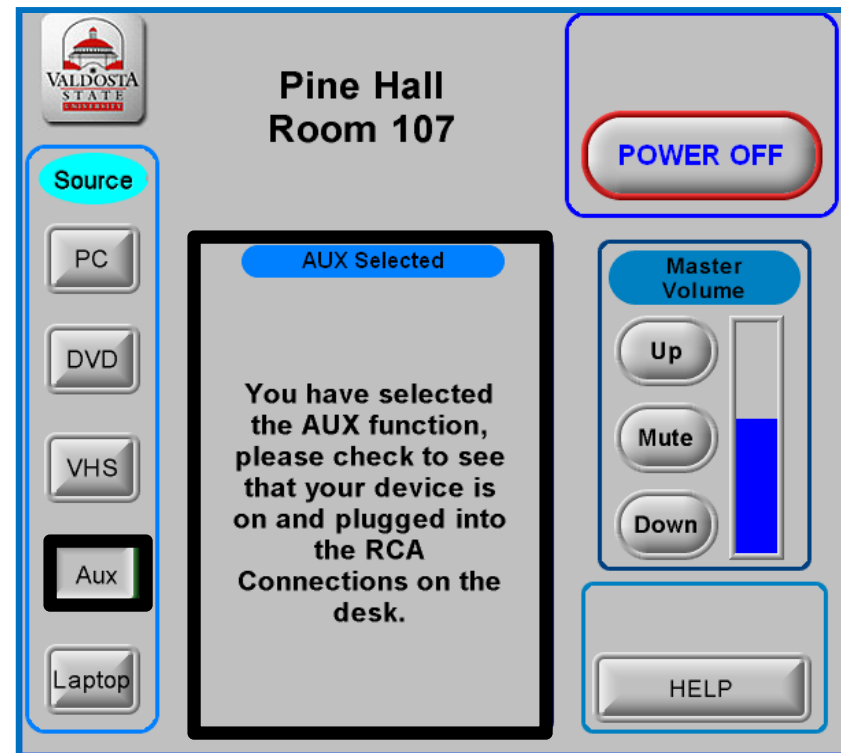


Aux

- Displays devices connected via RCA cable.



- Only available in rooms with RCA ports.





Document Camera

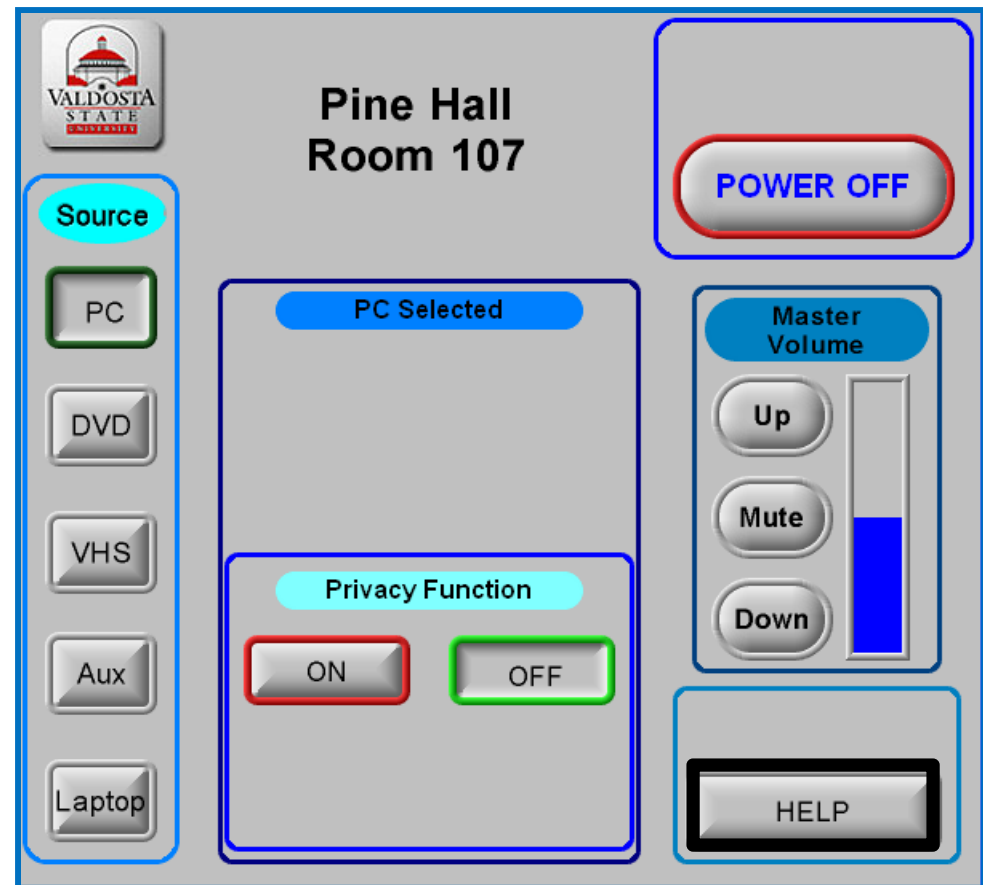
- Allows you to display a 3-Dimensional item or document.
- Document cameras vary by model.
- Not available in all rooms.





Help

The Help button provides help options.





Request Technical Assistance

The Technician Needed button will alert and dispatch a technician.

Technical Support Hours

Monday – Thursday:

8am to 9pm

Friday: 8am to 5pm

Saturday: 11am to 5pm

Sunday: 1pm to 7pm

The screenshot shows a web interface titled "Help" with the Valdosta State University logo in the top left. The interface contains several sections:

- A box with the text "View online help. (Opens in browser)" and a button labeled "Online Help".
- A box with the 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." and a button labeled "Technician Needed".
- A box with four buttons: "DVD VCR", "Sound", "Projector", and "Other". To the right of these buttons is the text: "Please use these buttons to report equipment need maintenance or repair. A technician will be assigned to the work order."
- A box with the text "Helpdesk Response".
- At the bottom, there are two buttons: "Return to Main Contol Page" and "Tech Menu".

Red boxes highlight the "View online help" section, the "Technician Needed" button, and the equipment reporting buttons. A green box highlights the "Helpdesk Response" section.



Report A Problem

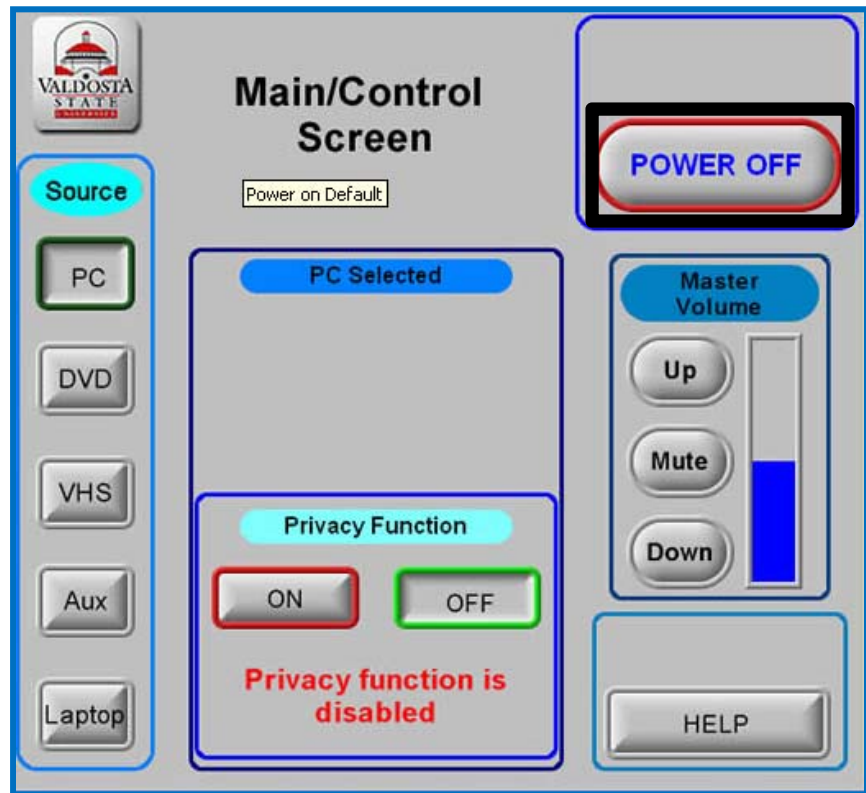
Indicate which piece of equipment is having problems to report an issue; or contact HelpDesk at **229-245-HELP (4357)**

A screenshot of a web-based helpdesk interface. The interface has a grey background and a blue border. At the top left is the Valdosta State University logo. To its right is the word "Help" in a bold, black font. Below the logo and "Help" text are two red-bordered boxes. The left box contains the text "View online help. (Opens in browser)" and a button labeled "Online Help". The right box contains the 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." and a button labeled "Technician Needed". Below these two boxes is a red-bordered box containing four buttons: "DVD VCR", "Sound", "Projector", and "Other". To the right of these buttons is the text "Please use these buttons to report equipment need maintenance or repair. A technician will be assigned to the work order." At the bottom of the interface is a green-bordered box labeled "Helpdesk Response". Below this box are two buttons: "Return to Main Control Page" and "Tech Menu".



Before You Leave

- Click the Power Off button.
- Log off of the computer.
- Collect any personal effects.





For additional resources, visit:

www.valdosta.edu/tc