

SMART SYMPODIUM GUIDE

LEARNING ENHANCEMENT CENTER

1. Unlock cabinet.
2. Power **ON** Computer and Sympodium Screen

*** Keys are located in department office.**

LOG IN

- USER – Room name & number (OMH125, LAB101)
- Password – same as login

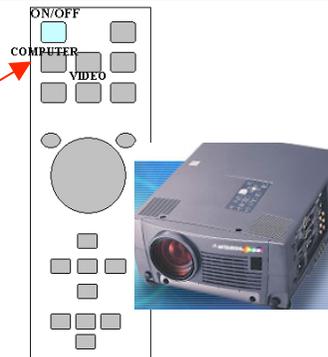


3. Set volume level – 2-3

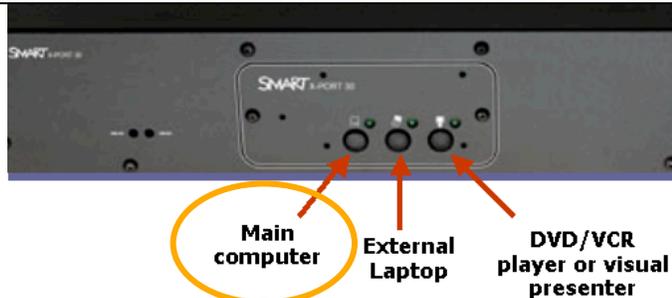
Volume controls located next to Sympodium Screen

4. Power **ON** Video Projector (Remote Control Blue Button) – Point remote at the rear of the projector.

If computer screen view is not visible, press “Computer,” “Computer 1” or Input 1 or Input 2 on projector remote.



5. **MAIN COMPUTER** should be selected on the Xport Switchbox



Using SmartPens

- Toggle between left/right click and colored pen/eraser buttons
- When you toggle back to the mouse, once you click the mouse button, any pen markings made on the screen will disappear.



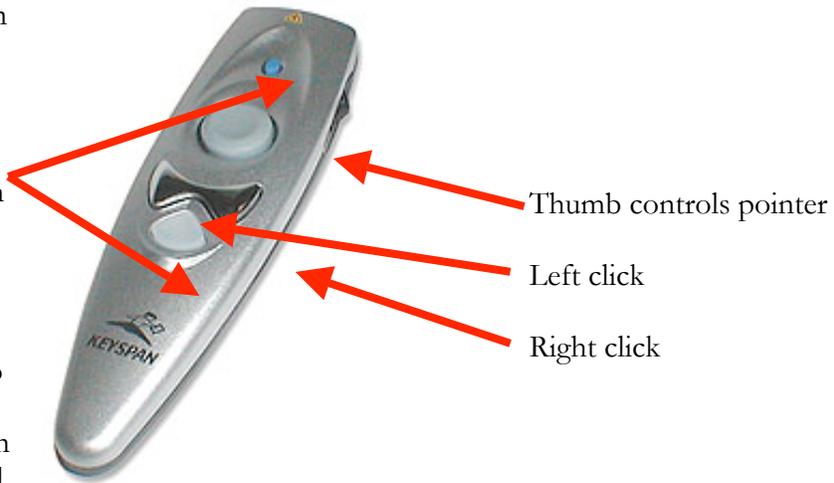
*Default pen colors; may be customized by individuals as User Profiles

To change pen settings

1. Access the control panel by either:
 - a. Click on the SmarTools icon and select control panel OR
 - b. Select Tools, SMARTBoard, then Pen Tray Settings
2. Select the Pen Tray tab and edit the color, width, etc. of each stylus and eraser.
3. You can set one to be a “highlighter” by making it wider and transparent
4. Click OK when finished

Keyspan wireless remote – can be used as a remote mouse, laser pointer, or both.

- Hold top blue button and bottom white button together for 4 seconds (or until white button flashes red) to activate laser pointer.
- Use top blue button to activate laser.
- Repeat this step to turn laser pointer off (this will help preserve the unit’s batteries).



Using an external Laptop

Two cables are resting at the top of the lectern

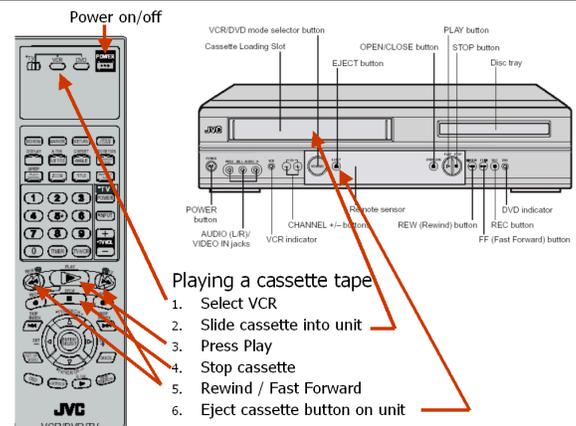
1. Connect cable from podium to laptop’s serial port; connect other cable to laptop’s monitor port
2. Switch X-Port to center button
3. If video does not appear, press FN-F8 or FN-F3 on your laptop’s keyboard (varies – your laptop may require restart)

VCR DVD

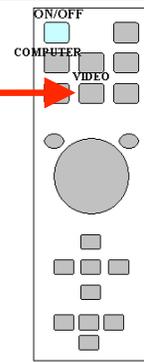
1. Power **ON** VCR/DVD

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2. **Insert** VCR Tape/DVD

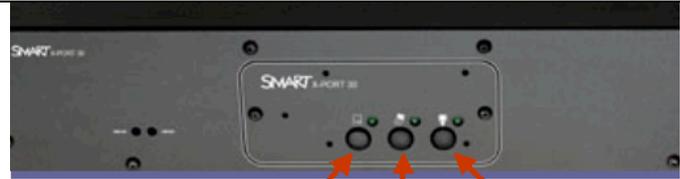
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3. Select **VCR or DVD** mode by pressing button on player



4. Press **VIDEO OR VIDEO 1** on Video Projector Remote (be sure to aim at back of projector). Please note: not all classrooms are alike. Your projector's Video Input may also be set to either INPUT 1, INPUT 2 or INPUT 3. If you cannot get the video to display, make sure you have cycled through all inputs first.



5. **SELECT DVD/VCR PLAYER** on the Xport Switchbox



Main computer External Laptop **DVD/VCR player or visual presenter**

6. Push **PLAY** button on DVD/VCR

7. When finished, return projector to Computer mode (press "Computer" or "Computer 1" on remote). Press the **COMPUTER** button on the Xport. Power **OFF** Video Projector (Remote Control Blue Button) and VCR when finished.



Visual Presenter (ELMO)

1. Power **ON** Presenter (toggle switch on back)

Normally Located in front right drawer
Equipped with: AutoFocus, Wide, Zoom, and other features
Lamps: one or two

2. Press **DVD/VCR VISUAL PRESENTER** Key on Sympodium Xport Switchbox (you may or may not need to change modes on the projector, depending on room setup).



Main computer External Laptop **DVD/VCR player or visual presenter**

3. Position lamps and document camera.

4. Place paper, book, or item on Visual Presenter's surface.

5. When finished, remove item and **POWER OFF** the Presenter.

6. Fold down lamp and camera and close Presenter drawer.

–lock drawer

7. Power **OFF** Computer

8. Power **OFF** peripherals as needed.

9. Lock all cabinet doors.