

INSTRUCTIONS FOR MULTIMEDIA EQUIPMENT

Locate the Sharp projector remote. It should have a **RED** button (STANDBY) and a **GREEN** (ON) button at the top of the remote.

This is the projector remote, you will use this remote to toggle to and from different inputs.



Here is a list of all inputs and their uses.

- **Input 1:** Images are projected from instructors' workstation or laptop computer onto the screen.
- **Input 2:** Images are projected from the document camera onto the projected screen.
- **Input 4:** Images or movies are shown from the DVD or VCR tapes onto the projected screen.



How to Use the Workstation Computer or Laptop Computers

- 1) Turn power ON to LC-data projector, using the LC-data remote control, point the remote at the projector on the ceiling. The light on the bottom of the LC-data will turn green and the projector will take a minute to turn on completely.
- 2) Using the LC-data projector remote, push the INPUT 1 button until INPUT 1 is displayed.
- 3) Select Computer or CPU on the Receiver selector knob.
- 4) <The receiver must be powered up for sound>
- 5) If using a laptop computer, connect it to the VGA cord that is labeled LAPTOP on the workstation.
- 6) Check to make sure the power to your computer is turned on.



How to Use the Document Camera

- 1) Turn power ON to LC-data projector, using the LC-data remote control, by pointing the remote at the projector on the ceiling. The light on the bottom of the LC-data will turn green and the projector will take a minute to turn on completely.
- 2) Using the LC-data projector remote, push the INPUT 2 button until INPUT 2 is displayed.
- 3) Turn power ON to the Document Camera, by pushing the **Green** power button on the lower left side.

To Use the Sympodium™:

(There is currently no provision for allowing laptop computers to interface with the Sympodium™)

Follow the steps outlined above for projecting an image from the computer fixed inside the desk.. Once the computer has been properly booted, locate the special digitized pen (stylus) that is tethered to the Sympodium™ monitor.

Holding the stylus like a pen, bring it to light contact with the surface of the Sympodium™ monitor.

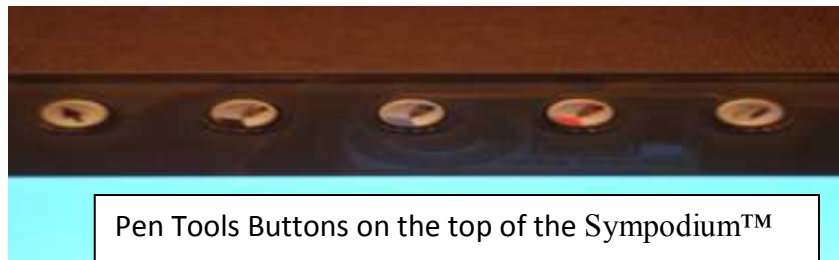
The mouse cursor should follow the stylus around the page. You may tap the pen on the screen to activate features of the computer operating system or other programs.



Overall view of the Sympodium™

Doubletapping with the stylus has the same effect as a double-click with a computer mouse.

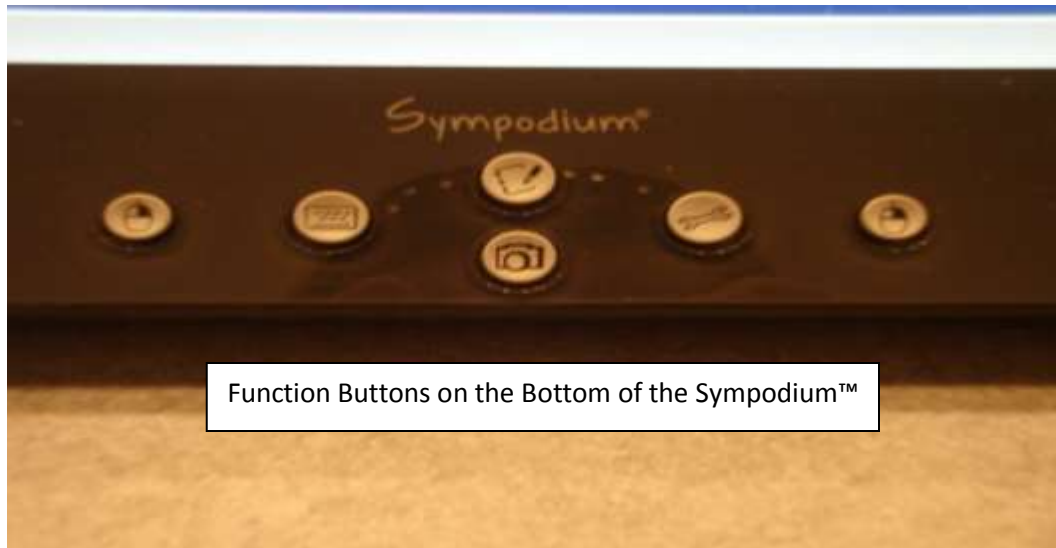
Find the row of buttons along the top of the Sympodium™ device. Icons next to each button



Pen Tools Buttons on the top of the Sympodium™

indicate how the stylus will interact with the computer and computer image. To draw or write on the surface of the operating system or within programs such as PowerPoint, press the button on the Sympodium™ which has a pen icon associated with it (you may quickly select one of four pen colors: blue, black, green, and red).

Now, simply press down on the Sympodium™ screen with the stylus. Use the stylus as you would a regular pen. An eraser, as well as a right and left mouse click function may also be assigned to the stylus behavior as easily as pressing the appropriate button on the Sympodium™ control surface.



You will also note a button on the unit which may be used to bring up an on-screen keyboard. Short sections of text may be entered by calling up this keyboard and using the stylus to press down the virtual keys.

For more information about the Smart Sympodium™, check out the documents at the following Internet links:

<http://instructech.usi.edu/sympodium.pdf>

<http://instructech.usi.edu/smartboardguide.pdf>

To Use the SmartBoard™:

Follow the steps outlined above for projecting an image from the computer fixed inside the desk. There is currently no provision for allowing laptop computers to interface with the SmartBoard™ device. Once the computer has been properly booted, approach the SmartBoard™ in the room and begin controlling the mouse cursor in the operating system and within applications by lightly pressing a finger to the SmartBoard™ surface and dragging your finger across the surface of the SmartBoard™.

You may activate icons on the computer system through the SmartBoard™ by clicking or double-clicking. The click and double-click function may be accomplished by using a finger to tap or double-tap the surface of the SmartBoard™.

You can pick up and use the special “pens” that are located in the SmartBoard™ tray and use them to “write” on the computer screen. These pens do not actually contain ink and

real markers should not be used on the SmartBoard™ surface. It will damage the SmartBoard™. The pens do allow your drawings or notes to appear on the computer screen and through the projection system in the room. An “eraser” in the SmartBoard™ tray does what you’d expect with these virtual scribbles.

For more information about the SmartBoard™, check out the documents at the following Internet link:

<http://instructech.usi.edu/smartboardguide.pdf>