SMART CLASSROOM "CR1" HANDBOOK

OLIVE-HARVEY COLLEGE

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SMART CLASSROOM EQUIPMENT

WHAT YOU WILL FIND IN A SMART CLASSROOM

1. PC computer, monitor, mouse, keyboard
2. Crestron touch pad
3. Smart board
4. Document Camera*
5. Web cam and button microphone installed on ceiling
6. VGA cable, HDMI cable, iPad adaptor, go wire (located in the drawer just below the rack plate)
7. DVD/Blu-ray Player
8. Rack Plate
9. AppleTV*

*Note: Not included in **all** Smart Classrooms
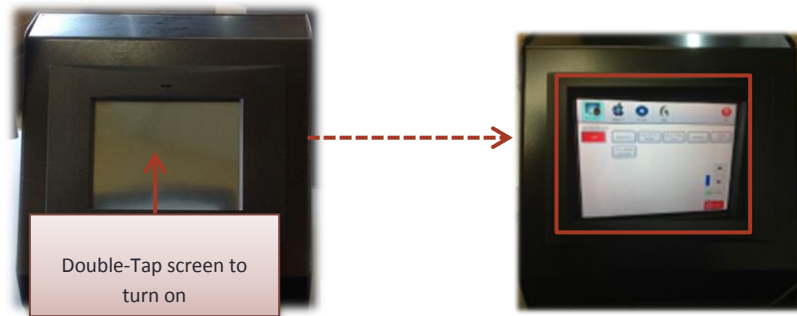
TURNING ON THE CLASSROOM EQUIPMENT

COMPUTER

If the desktop computer is not already on, open the cabinet on the right or left side of the desk, and press the power button on the computer.
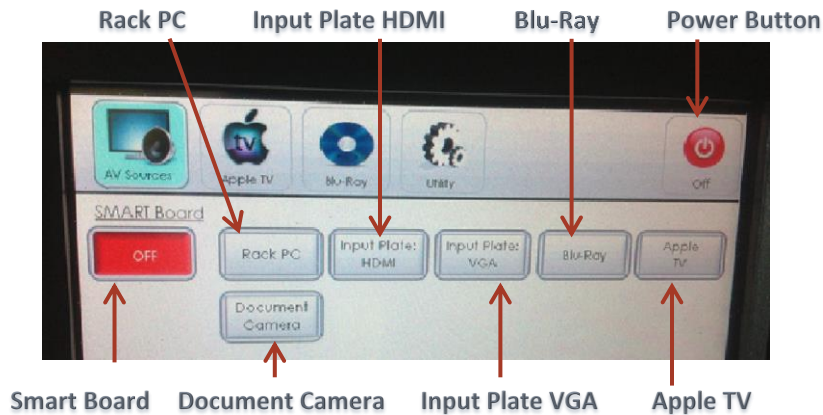

Power button

CRESTRON TOUCH PAD

If the touch pad is black, tap the screen twice to wake it up.

Double-Tap screen to turn on

SELECT A SOURCE

SOURCE OPTIONS

The top toolbar on the touch pad will display the source options:

Rack PC   Input Plate HDMI   Blu-Ray   Power Button

Smart Board   Document Camera   Input Plate VGA   Apple TV

- **SMART Board:** Indicates whether the Smart Board is on or off
- **Rack PC**: Turns on the smart board and projects the computer screen
- **Document Camera**: Turns on the smart board and projects the view of the document camera
- **Input Plate HDMI:** Turns on the smart board and projects media connected to the HDMI plate input
  - o   This is used when/if you choose to connect your own laptop to the projector
- **Input Plate VGA:** Turns on the smart board and projects media connected to the VGA plate input
  - o   This is used when/if you choose to connect your own laptop to the projector
- **Blue-Ray:** Turns on the smart board and projects the blue-ray/dvd player and controls
- **Apple TV:** Turns on the smart board and projects content from an iPad
- **Power button:** Turns off the smart board and projector. A prompt will ask you to confirm.

Rack PC is the most commonly used source.

RACK PC

Once you tap **Rack PC**, the smart board will turn on and project the classroom computer screen. This is the most commonly used source, and likely the only source you will ever use.

DOCUMENT CAMERA

Select **document camera** if you choose to project a document or item via document camera.

Note: To turn on the document camera, press the red power button on the document camera base. To turn off the document camera, press and hold down the green power button on the document camera base.

TIP: You can also display the document camera content through the PC by double-clicking the desktop icon called **ImageMate.**

INPUT PLATE HDMI / INPUT PLATE VGA

Select **Input Plate HDMI** or **Input Plate VGA** if you choose to connect your own laptop or device.

1. You will find the necessary cables in the drawer just underneath the rack plate.
    a. Connect your laptop by inserting 1 side of the VGA or HDMI cable into your laptop, and the other end into the identified port on the rack plate.

    b. IMPORTANT: In order to activate the smart notebook software, you must also connect the **go-wire** cable. Insert the USB hub into your laptop, and the other end into the port on the rack plate named USB.

BLU-RAY

Select **Blu-ray** in order to play a DVD or Blu-ray from the Blu-ray player.

1. Insert your disc in the Blu-ray player

2. Select **Blu-ray** from the crestron touch pad
    a. Use the controls on the crestron touch pad to navigate

APPLETV

Select **AppleTV** in order to connect your iPad wirelessly to the Smart Board. It is important to note that in order to do this, your iPad must be on the same Wi-Fi network as the AppleTV

1. Tap **AppleTV** on the touch pad.
2. On your iPad, double-click your home button and slide to the left of the screen.
    a. Click on the Airplay icon
    b. Select the AppleTV from the list in Airplay
    c. You will be prompted for a passcode, which should appear on the smart board.
    d. Enter that passcode into your iPad and you should now be projecting your iPad content
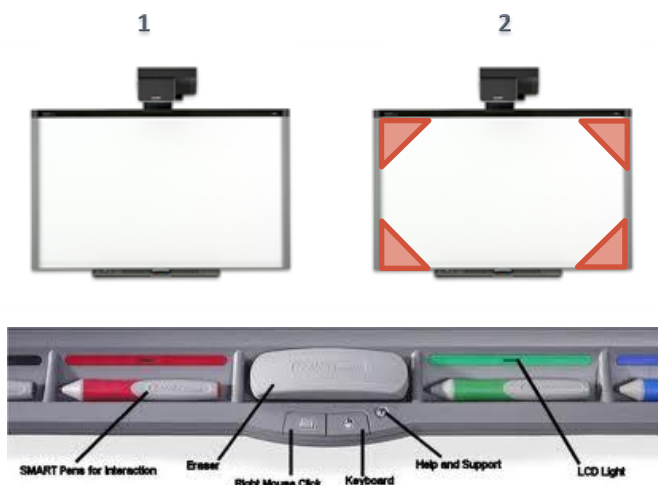
VOLUME

Once you select your source, the volume controls will appear.

- The "room volume" is displayed on the right side of the crestron touch pad; the "transmit volume" appears on the left.
    o "Room Volume" controls the sound in the classroom
    o "Transmit Volume" is used when web conferencing to adjust the level of the microphone for the conference participants.

SMART BOARD

COMPONENTS OF THE SMART BOARD

1. Smart board
2. 4 infrared camera sensors located in each corner of the smart board
3. Smart board pallet or "Pen Tray"*
    a. Power button
    b. Orientation button
    c. Help button
    d. Ready light
    e. 2-4 pen slots
    f. 1 Eraser slot
    g. Keyboard button
    h. Pen color button (optional)
    i. Right-click button

Not all smart boards contain the buttons listed

CALIBRATING ("ORIENTING") THE SMART BOARD

If the smart board is not correctly interpreting your touch, you should go to the steps to "Orient" the smart board.

1. Press the "Orient" button on the smart board in order to start the calibration sequence
2. Begin at the upper-left corner of the Orientation screen. Press your finger or the pen tool firmly on the center of each cross in the order indicated by the white, diamond shaped graphic.

THE FLOATING TASK BAR

The floating task bar is a customizable set of tools that floats over all applications on your interactive smart board. It allows you to perform a variety of smart board functions.

- Hover over each item of the floating task bar with the mouse for a description
- Click on the item or function you wish you use
- To add or remove items, click on the **Settings** icon
    - A window will appear displaying all the tools available
    - To add a tool, click and drag it to the floating task bar
    - To remove a tool, click and drag it from the floating task bar to the tool window
    - Click "+" to add another column to the task bar
    - Click "-" to remove a column from the task bar
    - The double arrow lets you hide the task bar
    - The floating task bar can be moved to any location by clicking and dragging to a new location

SUPPORT

HOW TO GET HELP

Online Resources: http://www.ccc.edu/colleges/olive-harvey/departments/Pages/OHIT-Online-Tutorials.aspx

If you need additional assistance, contact the OHIT: ohc-helpdesk@ccc.edu

Trainings are offered regularly -- check the STEM Center for Teaching & Learning Calendar for dates and times. For one-on-one assistance, contact the Technology Integration Specialist: **Elissa Tobin**, etobin2@ccc.edu, **Rm 3307**