

### PROJECTOR

The projector is switched on using the 'AMX' control panel on top of the lectern



NB, although the button will light up, it may take 20-30 seconds for the projector to warm up

### TURNING THE PROJECTOR OFF AFTER



When you have finished using the projector, please press the off- button. NB, if you need to switch this on again, you may have to wait for up to a minute as it goes through its cool down and then its warm up cycle.

**PC** The computer is located in the lectern. USB devices can be plugged into the USB sockets in the PC. Please note that it is helpful (including to the environment) if you can shut the computer down after you have finished using it.

### LAPTOP



To use a laptop plug it into the supplied VGA + audio cable protruding from the console. When an input is detected on this cable it over-rides the normal PC input and will display the laptop automatically on the projector\Smartboard.

NOTE: For iPADS & Apple Macs a VGA adaptor is required. Limited numbers are loanable (on your library card) at the SIZ desk in the LRC.

### LECTURE RECORDING



There is a fixed web camera with a microphone in this room. Please note that you may have to select this from within the software you are using – for example ChiPlayer or MS Teams.

For more detailed information and training on lecture recording, and live streaming please contact the Skills team ([skills@Chi.ac.uk](mailto:skills@Chi.ac.uk))

### VOLUME AND OTHER CONTROLS



Picture Blank hides the projected image



Mute Audio mutes the sound from the PC.

If the volume is low, first raise the *Windows* volume level (speaker icon bottom-right of the screen). The Smartboard's own volume need only be at a low level for decent sound – too high will cause buzzing. If there is no sound at all, check the switch under one of the speakers is On.



Volume UP increases the volume of the Smartboard speakers





Volume DOWN decreases the volume

**BUZZING** - if you hear buzzing from the speakers then this is normally due to the Volume being too high on the Smartboard. Lower the volume using the Volume DOWN button until the buzzing stops. Then raise *Windows* volume on the computer.

### SMART BEHAVIOUR

TOUCH ACCURACY – if this is not perfect then “Orient” the board – this is a simple process. In the SMART menu (see below) choose Orient. A series of targets appear – touch the very centre of each target-shape as it appears.



SMART MENU – to access the SMART menu, click the up arrow  bottom-right of screen near the clock. Then in the pop-up menu that appears click on the Smart icon 



SMART TOUCH Tool – this floats on-screen and can be moved as desired. Touch the hand to expand its options and choose what type of tool you want when you use your finger (not pens) on the board.



PEN SELECTION – picking up a pen from the tray will normally activate pen mode and you will see the Pen icon. Tap the pen icon with the pen to select what you want to do when use the pen (not your finger).

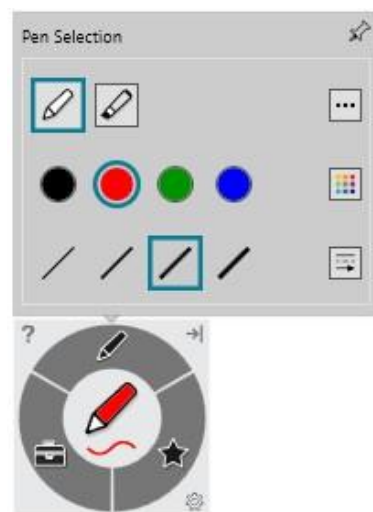
Writing on the screen outside an application area (ie directly onto the desktop) will produce a Smart window.

Writing on the screen within an application area will write onto that application's window and therefore move with it if you move the window.



SMART NOTEBOOK – in this software remember when pressing on the toolbar options to use a smart pen to change the Pen tool, and your finger to change the Touch tool !

Note that the behaviour of the pens differs between the use of *Smart Ink* and *Microsoft Ink* and only one of these can be in operation at once.



POWERPOINT TOOLBAR – when *Microsoft Powerpoint* is running a presentation a Smart toolbar will appear by default although this can be switched off in the Smart Ink Settings if preferred. ( SMART Menu > Smart Ink Settings > Microsoft Office Settings)



PowerPoint Toolbar

### TRAINING

To learn how to deliver the best learning experience using the facilities in any of the lecture rooms please contact the Skills Team. [skills@chi.ac.uk](mailto:skills@chi.ac.uk)



Technology Enhanced Learning | IT software skills | Study skills

This can also be requested in the Self-Service area of the intranet by clicking **Support Me**, then **My IT Training** selecting "**Audio Visual Equipment Training Request**".

### HELP

**For emergency help where there is a fault with the lecture system phone the SIZ on (01243 81) 6222**

For non-emergency enquiries please use the **Support Me** button in the **Self-Service** area on the intranet and select: My Teaching > IT Support (Teaching Room/Open Access)