University of Chichester
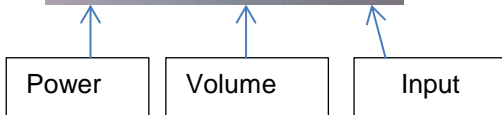## UH4 - User Guide

UNIVERSITY OF CHICHESTER

This classroom uses a Smartboard projector. ONLY use Smart pens & erasers on a Smartboard – never use whiteboard markers or erasers. Smartboards are interactive (touch responsive.

SMARTBOARD PROJECTOR

Power	Volume	Input

To switch **ON** the Smartboard projector press the Power button.

The currently selected 'Input' source will be displayed by the projector.

To switch **OFF** the projector press the Power button and then press the button again to confirm.

INPUT SELECTION

Normally you will not need to adjust the Input selection. The Input source should be left set to **HDMI**

Should the PC not display or you need to check the Input source, then press the Input button and the selected Input source is shown at the bottom-right of the display. Press the Input until **HDMI** is selected
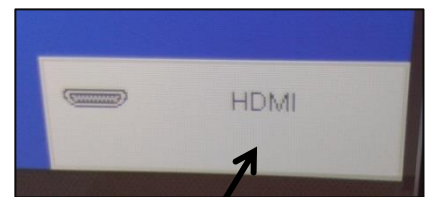
HDMI

Input Source Display

PC

The PC in the lectern must be switched on and off separately to the Smartboard\projector.

LAPTOP

A laptop can be connected by using the supplied HDMI cable on top of the lectern. You may need to instruct your laptop to duplicate its display.
When a signal is detected on the HDMI cable it will automatically override the PC and display on the Smartboard.

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)

DVD

DVDs (not *BluRay*) can be played on the PC. In *Windows* use *VLC Media Player* for this purpose.

TROUBLESHOOTING

Image not showing on both monitor and Smartboard - hold down the *Windows* logo key and press P. In the options that appear, Duplicate needs to be highlighted. If it isn't press P until it is selected.

SOUND

Sound will come from the Smartboard's speakers. There is a Volume control next to the Power button and its level only needs to be low/moderate for decent sound. If the volume is too low then adjust *Windows* volume on the computer first. If there is no sound at all, the speakers may have been switched off – there is a switch on the underside of the right-hand speaker.

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 <u>finger</u> (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 <u>with the pen</u> to select what you want to do when use the <u>pen</u> (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)
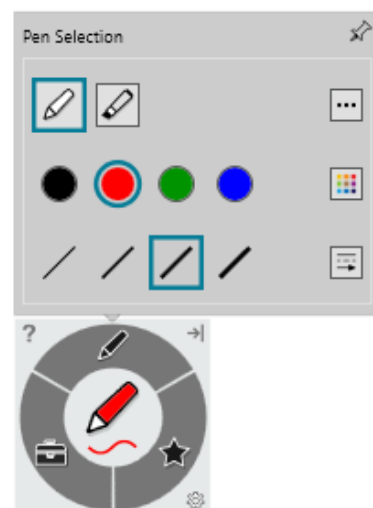
Powerpoint toolbar

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

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

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)