University of Chichester
H149 - User Guide – AV Equipment

H149 has dual functionality. A PC with Smartboard, and also twin TV screens.
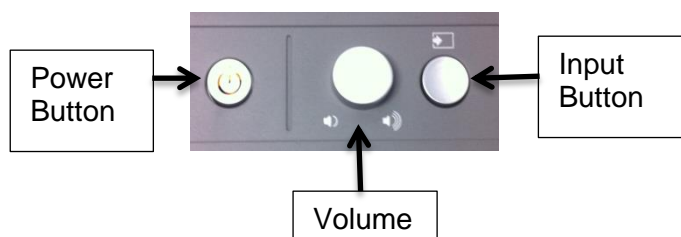**When using <u>the PC</u> the image can be shown on the Smartboard as well as the TV screens.**
Alternatively, if using a laptop, you can use either the Smartboard OR the TV screens.

SMARTBOARD USE

SMARTBOARD CONTROLS
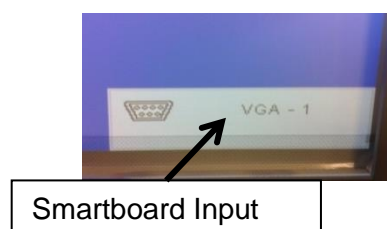To switch the Smartboard projector ON press the Power button once.

To switch OFF the projector press the Power button and then press the button <u>again</u> to confirm.

Power Button

Input Button

Volume

INPUT SELECTION
For normal use with the PC, the Smartboard should have its Input source set to **VGA-1**.

Should you need to change the Input, then press the **Input** button and the selected Input source is shown at the bottom-right of the display.

Smartboard Input

PC
The PC is located below the Smartboard.
If the PC and Smartboard projector are switched on and you do not see the PC image displayed on the board then make sure that the Smartboard Input is set to **VGA-1** – see Input Selection above.

LAPTOP
It is possible to connect a laptop to the Smartboard using the supplied HDMI cable.
The Smartboard's Input Source must then be set appropriately.
If making an HDMI connection, change the Input Source to **HDMI** – see Input Selection above.

If instead you wish to show your laptop display on the TV screens, see the instructions on the wall by the **AMX** push-panel.

COMBINED USE – SMARTBOARD & THE TV SCREENS
To duplicate the PC's display on the Smartboard & TV screens the Smartboard trolley must be connected to the wall socket marked Laptop 3 using its labelled Output cables. Once connected, switch on the Smartboard (see "Smartboard Use" above) and when you have the PC image on the Smartboard, go to the **AMX** push-panel on the wall and press the **ON** button. Then press **LAPTOP-3** because you have connected the Smartboard trolley to that wall socket
The TV screens should now be displaying the PC image as well as the Smartboard.

Note that when using the TV screens in this way, the PC sound will **only** come from the Smartboard speakers – not the TV speakers.

LAPTOP 3
PC Audio   PC Data

ON

Laptop 3

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 [image] bottom-right of screen near the clock. Then in the pop-up menu that appears click on the Smart icon [image]

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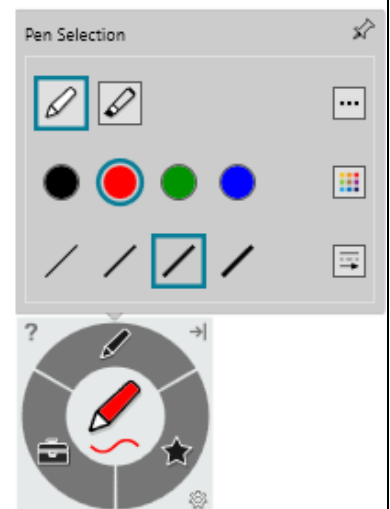
Writing on the screen within an application area will write onto that application's window and therefore move with it if you move the window.

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

MOVING THE SMARTBOARD

Mobile Smartboards should <u>only</u> be moved by holding the METAL HANDLES behind the board.
DO NOT push or pull the board itself – this will affect its alignment and may damage the board.
DO consider whether you are moving the board so far that you will need to disconnect it from the power socket on the wall, and also the network cable if attached. Before unplugging the power cable make sure the PC is shut down and the projector has been switched off and it is silent (i.e. fan has finished cooling it down).

TROUBLESHOOTING

- TV screen not coming on – check the power switch below each TV.
- Laptop image not appearing on screen – you may need to instruct your laptop to duplicate its display (in *Windows* press the *Windows*-logo key and the P key)
- No sound from Smartboard speakers – there is a power switch on the underside of one of the speakers.

For emergency help where there is a technical fault call the SIZ on (01243 81) 6222
Please report any non-urgent issues via Support Me > Self Service Portal on the Staff Intranet

H149 has dual functionality: A PC with Smartboard, and also twin TV screens.
When using <u>the PC</u> the image can be shown on the Smartboard as well as the TV screens.
Alternatively, if using a laptop, you can use either the Smartboard OR the TV screens (VGA only).

SMARTBOARD ONLY
Instructions for using the Smartboard setup on its own are attached to the Smartboard.

COMBINED USE – SMARTBOARD & THE TV SCREENS
To duplicate the PC's display on the Smartboard & TV screens the Smartboard trolley must be connected to the wall socket marked Laptop 3 using its labelled Output cables.
Once connected, switch on the PC & the Smartboard and when you have the PC image on the Smartboard, use the **AMX** push-panel on the wall and press the **ON** button. Then press **LAPTOP-3** for the Laptop 3 connection you made.
The TV screens should now be displaying the PC image as well as the Smartboard.

Note that when using the TV screens in this way, the PC sound will **only** come from the Smartboard speakers – not the TV speakers.

TV SCREENS ONLY
The TV screens can be used without the Smartboard setup but only by using a VGA connection from your own laptop (you must supply the VGA cable and audio cable if required, or loan one from the SIZ desk).

You can connect your laptop by VGA cable to any of the 4 **numbered Laptop** connections in the room - there is one on each wall.
Once connected, and with your device switched on, go to the **AMX** push-panel on the wall, press the ON button and then press the corresponding Laptop button for the wall socket you are connected to.

The image from your laptop should now be duplicated on the TV screens, if it is not you may need to instruct your laptop to duplicate its display (in *Windows* press the *Windows*-logo key and the P key).
If you have connected your laptop's audio output to the wall socket then the TV speakers will duplicate the audio. To adjust the volume level of the TV speakers, use the Volume Up and Down buttons on the AMX push-panel on the wall.

SOUND
Adjust the volume level using the *Windows* volume or the equivalent on your laptop\mobile device.
If you are using the TV screens the volume can be raised\lowered by using the Volume Up and Down buttons on the **AMX** push-panel on the wall.

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