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Getting Help During Class

Contact ITS Smart Support during teaching hours

Monday – Thursday, 8am – 11pm

Friday, 8am – 5pm

Saturday-Sunday, 9am – 5pm

Call the Classroom IT Hotline:
718.951.HELP (x4357)

The Classroom IT Hotline

718.951.HELP
Equipment Description
Touch Panel, Sympodium/Smart Pen monitor

TOUCH PANEL

By default, the touch panel may be dark. To power on, firmly press the screen to wake up. Refer to pages 11-12 for further instructions.

Sympodium/Smart pen monitor

For a Sympodium/Smart Pen monitor training please call us at x4357 to schedule a training.

NOTE: Smart Pen monitors are slowing being phased out. As a replacement, ITS has installed a Wacom Cintiq Pro 13" annotation tablet. See page 6 for a list of locations. See page 17-18 for instructions on how to use the tablet.
Equipment Description
Laptop Connections

- **Ethernet Cable** – Internet capabilities on your laptop.

- **Thunderbolt** – Apple laptops (2011 – today), older laptops will need an Apple mini-dvi to VGA adapter. Refer to page 11 for connection instructions.

- **HDMI** – Current laptop models - Refer to page 11 for connection instructions

- **VGA** – Refer to page 11 for connection instructions

- **Aux Audio cable** – Refer to page 11 for connection instructions

- **Power** – Used to power laptops, phones, etc
Podium Laptop Connections

HDMI  Apple laptop  VGA Video  VGA Audio  Internet

For assistance please call the ITS Help Desk at ext.4357
Equipment Description
Computer & Annotation
Tablet

**Mac Mini**

*The following rooms are equipped with an Apple Mac Mini*

- Ingersoll Hall: 0105, 2213, 2239
- James Hall: 2305
- Boylan Hall: 3129
- Whitehead Hall: 421 & 508
- Roosevelt Ext: 206RE

**Dell Windows Computer**

**OR**

**DVD/VHS**

*NOTE:* As of September 2018 ITS has begun phasing out the DVD/VHS units in our Smart Classrooms. In place of the DVD player, please see use the podium computer's DVD disc drive.

For VHS users, please contact the ITS Help Desk ext. 4357 for an alternative solution.

**Wacom Cintiq Pro 13''**

*The following rooms are equipped with a Wacom Cintiq Pro 13'' - Annotation Tablet*

- Ingersoll Hall: 1105N, 1127N, 1310N, 2310N, 2127N, 3127N, 3413N
- New Ingersoll Hall: 148NE, 329NE
- Boylan Hall: 3139
- Whitehead: 320A

See Pages 17-18 for instructions on how to use the tablet to annotate. Call the ITS Help Desk at ext. 4357 for an updated list of newly installed tablets.
Two USB 3.0 ports are present to connect USB storage devices such as flash drives and external drives to a Smart Classroom’s podium computer.

PowerPoint clickers can now be obtained at the Library ITS Help Desk. For more information please call us at ext 4357.

Podium Light

Microphone

See page 17 for microphone classroom locations. To schedule a training, call the ITS Help Desk at 4357.
Dimmable high hat lights are provided. The light switch can be found next to the ITS phone.

Use the ITS Help Desk hotline to call for support during any class including evenings and weekends to call for additional support.

Our support number can be found near the ITS phone and on each Smart Classroom podium.
To begin, power on the system by touching “PRESS TO BEGIN”.

Wait 60 seconds for the projector to power on.

Choose a video source to display onto the projection screen.

Choose a video source to display onto the projection screen.

Laptop Source. See page 11-12 for additional laptop connection information.

Doc Cam – Not installed in every classroom, see page 17 for locations.

Microphone – Not installed in every classrooms, see page 17 for locations.

Use these controls to adjust the volume.

Use the Video Mute button to hide what is being displayed on the projection screen. Press again to display.
Projector Startup/Shutdown

(continued)

10 Use this button to shutdown the system. See Step 6 & 7 for further intructions.

11 Press Yes to confirm projector shutdown or No to go back to the main page.

Are You Sure You Want To Turn Off The Projector?

NOTE: You Will Have To Wait Up To 60 Seconds For The Projector To Shutdown.

YES NO

12 The projector will take 60 seconds to shutdown.
Trouble connecting?
If the projector does not detect your **Windows Laptop** follow these instructions

- On your laptop: Press both the Windows Logo key and the P key
- Then click on **Duplicate**

If the projector does not detect your **Apple laptop** follow these instructions

- On your Apple laptop: Press both the Command and F1 key
A 30 pin to VGA adapter will be needed to connect the following devices:

- iPad 2
- iPhone 4S
- iPod touch 4th Generation

The Apple VGA adapter supports mirroring of what is displayed on your device screen including apps, presentations, websites, slideshows and YouTube content.

*ITS has a limited supply of adapters on-hand for faculty use. Adapters can be purchased on-line at Amazon, Apple, Monoprice, or Radio Shack.
Apple iOS Device Connection Guide

An Apple Lightning to HDMI adapter will be needed to connect the following devices:

- iPad with Retina Display
- iPad mini
- iPhone 5
- iPod 5\textsuperscript{th} Generation

The Lightning to HDMI adapter supports mirroring of what is displayed on your device screen including apps, presentations, websites, slideshows and YouTube content.

*ITS has a limited supply of adapters on-hand for faculty use. Adapters can be purchased on-line at Amazon, Apple, Monoprice, or Radio Shack.*
The MHL to HDMI adapter supports mirroring of what is displayed on your device screen including apps, presentations, websites, slideshows and YouTube content.

*ITS has a limited supply of adapters on-hand for faculty use. Adapters can be purchased on-line at Amazon, Apple, Monoprice, or Radio Shack.*

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**Compatible Mobile Devices**

<table>
<thead>
<tr>
<th>Samsung</th>
<th>HTC</th>
<th>LG</th>
</tr>
</thead>
<tbody>
<tr>
<td>Galaxy S III (GT-i9300)*</td>
<td>One XL</td>
<td>Optimus 4X HD</td>
</tr>
<tr>
<td>Verizon Galaxy Nexus LTE</td>
<td>One X</td>
<td>Optimus LTE II</td>
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<tr>
<td>Sprint Galaxy Nexus</td>
<td>One E</td>
<td>Optimus LTE Tag</td>
</tr>
<tr>
<td>Galaxy Nexus (69250)</td>
<td>EVO-4G LTE</td>
<td>Optimus 3D Max</td>
</tr>
<tr>
<td>AT&amp;T Galaxy Note LTE 5.3&quot;</td>
<td>Raider</td>
<td>Optimus 4X HD</td>
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<tr>
<td>Galaxy Note 5.3&quot;</td>
<td>Velocity</td>
<td>Optimus Vu</td>
</tr>
<tr>
<td>Sprint Epic 4G Touch</td>
<td>Vivid</td>
<td>Verizon Spectrum</td>
</tr>
<tr>
<td>AT&amp;T Galaxy S II Skyrocket (727)</td>
<td>Resound</td>
<td>Prada</td>
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<tr>
<td>T-Mobile Galaxy S II (1999)</td>
<td>Amazon 4G</td>
<td>Nitro HD</td>
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<td>AT&amp;T Galaxy S II (777)</td>
<td>Sensation XE</td>
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<td>Galaxy SII (69160)</td>
<td>JetStream</td>
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<tr>
<td>Infuse</td>
<td>Sensation 4G</td>
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<tr>
<td>Galaxy S4*</td>
<td>EVO View 4G</td>
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<td>Sensation</td>
<td></td>
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<tr>
<td></td>
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</tbody>
</table>

* The Samsung Galaxy S III and S4 requires the use of an MHL to HDMI adapter. Use a standard 5-pin MHL adapter.*
1 Lift the tablet’s case up to open.

2 If the tablet is turned off, press the power button located on top of unit.

3 If the tablet is powered on but not receiving a video signal, then ensure the video cable has been re-seated. Ensure that the computer is turned on as well.
Using the Wacom Cintiq Pro 13" tablet

4 Before you can proceed, you'll need an Annotation pen, which can be loaned by ITS. Please call the ITS Help Desk at ext.4357 to schedule a pickup. The pen can be returned at the end of the semester.

5 Using Microsoft Word or Power Point, navigate to Review, then click on Start Inking Ink.

6 Choose your desired color and begin writing on the tablet's screen. The annotated text will be displayed on both the tablet and the projection screen. Click on the Eraser icon to erase any unwanted text.

7 Annotations on your document can be saved by clicking on File and Save. For further training contact the Help Desk at ext. 4357 to schedule a training.
View your speaker notes privately while delivering a presentation on multiple monitors

Using Presenter View is a great way to view your presentation with speaker notes on one computer (the podium computer, for example), while your audience views the notes-free presentation on the projection screen.

**Set up PowerPoint to use Presenter view with two monitors**

1. While on the computer desktop, click on the shortcut called **Extended Mode**. If the shortcut icon is missing, press and hold the **Windows key** and the **letter P** on your keyboard and choose **Extend**.

2. Open your desired Power Point presentation.

3. Click on the **Slide Show** tab located on the toolbar and then choose **Presenter View**.

4. You will now be able to see your notes on the computer screen while the projection screen will only display your Presentation, sans the notes.

5. Once you are finished using Presenter View please double click on the **Computer Mode** short cut on the desktop. If the shortcut is missing, press and hold the **Windows key** and the **letter P** on your keyboard and choose **Duplicate**.

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**Note:** The **Windows key** on your keyboard is the key between the **Ctrl** and the **Alt** key.
Document Camera & Microphone
Smart Classroom locations

Smart Classrooms with Document Cameras

<table>
<thead>
<tr>
<th>New Ingersoll</th>
<th>Ingersoll Hall</th>
<th>Boylan Hall</th>
<th>Whitehead Hall</th>
<th>James Hall</th>
</tr>
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<tbody>
<tr>
<td>238NE</td>
<td>1141N</td>
<td>3129B</td>
<td>208A</td>
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<td>3139B</td>
<td>222A</td>
<td>2412J</td>
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<tr>
<td></td>
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<td>3411B</td>
<td>320A</td>
<td>3613J</td>
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<td>5311J</td>
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<td>3424B</td>
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<td>4141N</td>
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Smart Classrooms with Gooseneck Microphones

<table>
<thead>
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<th>Boylan Hall</th>
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<tbody>
<tr>
<td>1141N</td>
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