Smart Classroom Orientation
Objectives

Today’s Session Will Demonstrate How To:

- Power the System On and Off
- Log In with Classroom Credentials
- Navigate Xpanel
- Control the Projector and Screen
- Request Technical Assistance or Report a Problem
- Access Additional Resources
Preparing Your Classroom

• If off, power on the computer.
  ▪ The computer will be located in the cabinet under the instructor workstation.
  ▪ To power on, press the button in the front center of the computer.

• If off, power on the Sympodium.
  ▪ Power button located on the top right of screen or on the bottom left depending on model.
Logging In

Classroom login information is located on the workstation’s surface.

**Logging into the computer:**

Users can login with their own **Active Directory credentials** to access their own **My Documents folder**:

- **Username**: {same as your Active Directory Account}
- **Password**: {same as your Active Directory Account}

Users can also login using a group use account to access locally installed software:

- **Username**: instructor
- **Password**: instructor

If the user before you **forgot to log out and the computer is locked**, please follow the following steps to unlock the computer:

1. Click the **Switch User** button located below the password entry field.
2. You will be brought back to the original window with instructions on how to log in.
   a. Click the **Ok** button.
3. Enter **username and password** as instructed above, press **Enter** on the keyboard or click blue arrow.
Opening Xpanel

- Xpanel controls the SMART classroom.
- If Xpanel does not automatically open, double click the Xpanel Icon.
- Select Power On button from Main/Control Screen.
System Warm-Up

• The warm-up process takes approximately 25 seconds.
• Screen remains visible.
The Projector

If Xpanel does not automatically power on the projector:

- The projector will need to be powered on manually via remote.
- If there is no remote, the projector will need to be powered on physically by pressing the power button on the bottom of the projector.
The Projection Screen

• If Xpanel does not automatically bring down the projection screen, use the wall switches to manually control the screen.

• The screen switches are two white triangles, one pointing up and one pointing down.
Using Xpanel

- This is the Main/Control Screen that will be used to control the classroom.
- By default, PC is the selected source, the volume is at 50%, and the privacy function is off.
Privacy Function

• Privacy allows you to darken the projector screen.
• To activate, press Privacy On button.
• To deactivate, press Privacy Off button.
Master Volume

- Use Up, Down, and Mute to control the Master Volume.
- Volume is left at 50% by default.
- May need to adjust computer volume or media player volume.
- Master Volume controls microphone volume.
• Displays DVD options.
• Insert DVD or CD and use appropriate buttons on DVD control panel.
**VHS**

- Displays VHS options.
- Insert tape and use appropriate buttons on VHS control panel.
- Not available in all rooms.
Laptop

- Displays devices connected via VGA cable.

- Only available in rooms with VGA port.
Aux

- Displays devices connected via RCA cable.

- Only available in rooms with RCA ports.
Document Camera

- Allows you to display a 3-Dimensional item or document.
- Document cameras vary by model.
- Not available in all rooms.
The Help button provides help options.
Request Technical Assistance

The Technician Needed button will alert and dispatch a technician.

Technical Support Hours
Monday – Thursday: 8am to 9pm
Friday: 8am to 5pm
Saturday: 11am to 5pm
Sunday: 1pm to 7pm
Report A Problem

Indicate which piece of equipment is having problems to report an issue; or contact HelpDesk at 229-245-HELP (4357)
Before You Leave

• Click the Power Off button.
• Log off of the computer.
• Collect any personal effects.
For additional resources, visit:

www.valdosta.edu/tc