

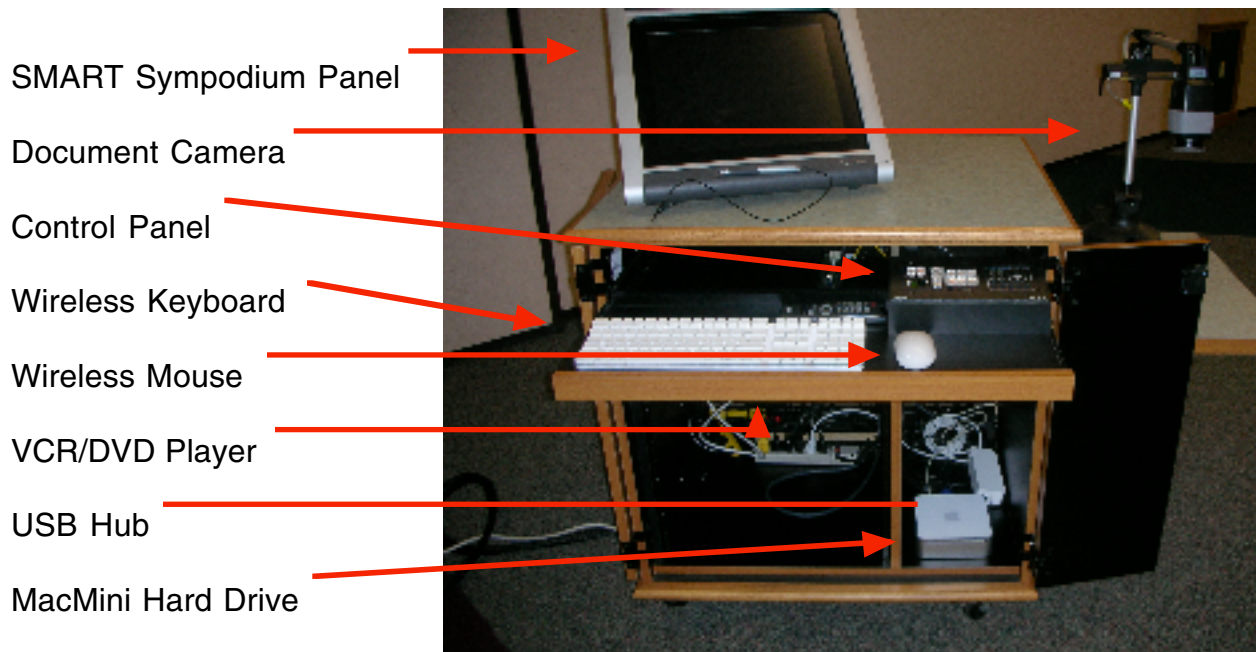
Children's Center Conference Room - Using the SMART Sympodium Lectern

Connecting the Sympodium Lectern

If the Sympodium Lectern has been stored in the adjoining closet, you will have to wheel it over to the left front side of the room (facing away from the white board) and plug in the 4 multimedia cables and 1 electric cable as pictured:



If the document camera is on the main level of the Sympodium, pull up the lower shelf on the right side of the lectern, and move the document camera to the lower shelf. Open the cabinet and pull out the keyboard tray.



Using the Main Control Panel

Using the Main Control Panel, turn the Display On. This will lower the screen and turn on the projector (the projector lamp will slowly brighten).

The Pic Mute button can be used to temporarily turn off the projector during a presentation.

The Auto Image button will auto focus the projector, if needed.

The Volume Control manages the volume for all devices.



Playing a Videotape or a DVD



To play a video tape, load the tape in the VCR player. To play a DVD, press the DVD Eject button to open the DVD drawer, place the DVD in the drawer and push the drawer closed. (For best lighting, turn front room lights Off).

Use the Media Control buttons to select the appropriate device (VCR or DVD).



Use the DVD & VCR Controls (play, stop, pause, menu, enter)

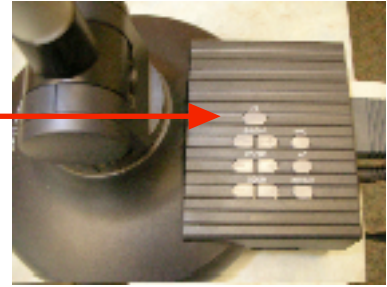


Using the Document Camera

Turn on the Document Camera using the On button on the camera.

Make sure the lens cap is removed from the lens.

(For best lighting, turn front room lights On).



Use the Media Control buttons to select the Doc. Camera.



Use the Doc. Camera Remote to zoom, focus and freeze the camera image.



Using the Lectern Computer and SMART Symposium Controls

Turn the MacMini computer on (if there is no light on in front of the drive). The On/Off button is located on the back right corner of the hard drive. Press the On/Off button to turn the computer on.



Use the Media Control buttons to select the PC button.



To use the SMART Sympodium Display, turn on the screen using the On/Off button at the top right corner.



Use the wireless keyboard and mouse to log onto the computer -
User Name: *WPSD Staff*,
Password: *Apple*.



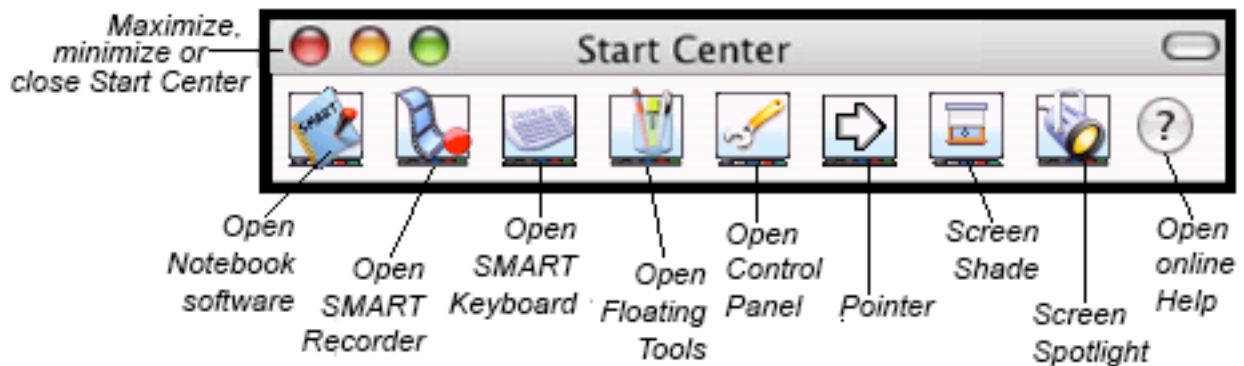
To use an external USB key/jump drive, plug the drive into the USB hub on top of the MacMini. The icon for the drive should show up on the desktop.

Use either the pen or your finger to control the computer (if you use your finger, the pen must be in its holder).

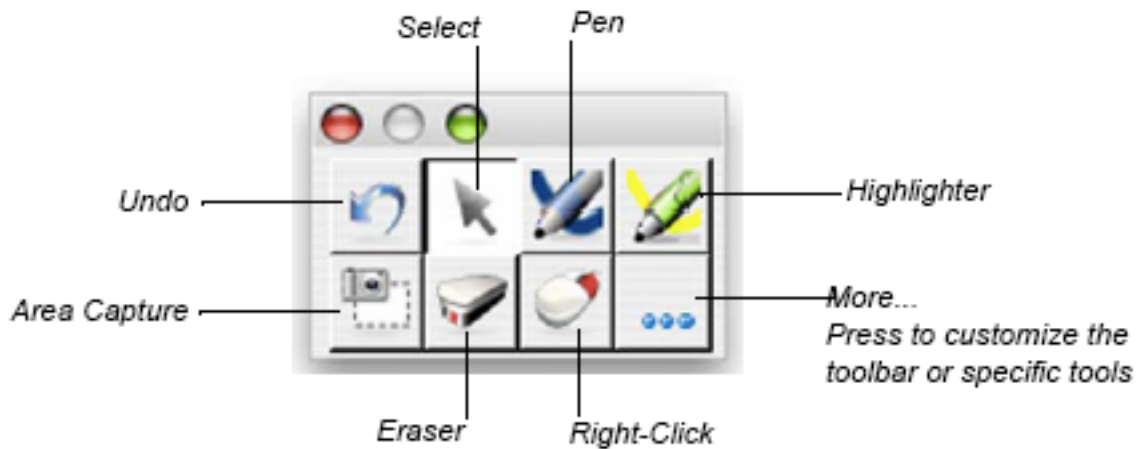
Use the buttons at the top of screen to select the Arrow (Cursor), Pens or Eraser function.



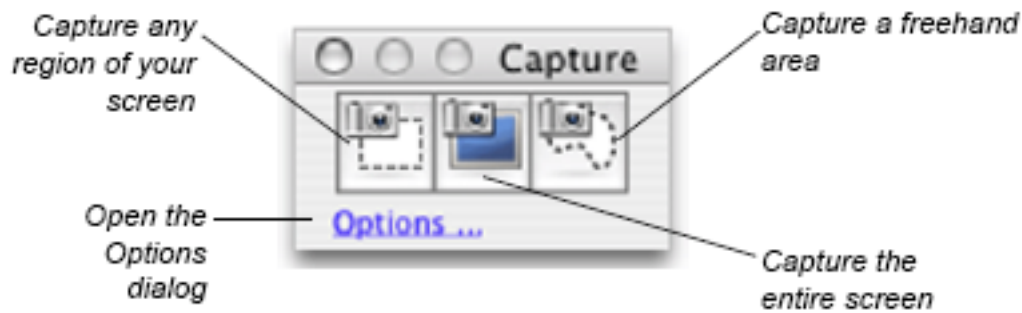
You can also use the Start Center window at the top of the screen to open the SMARTboard programs:



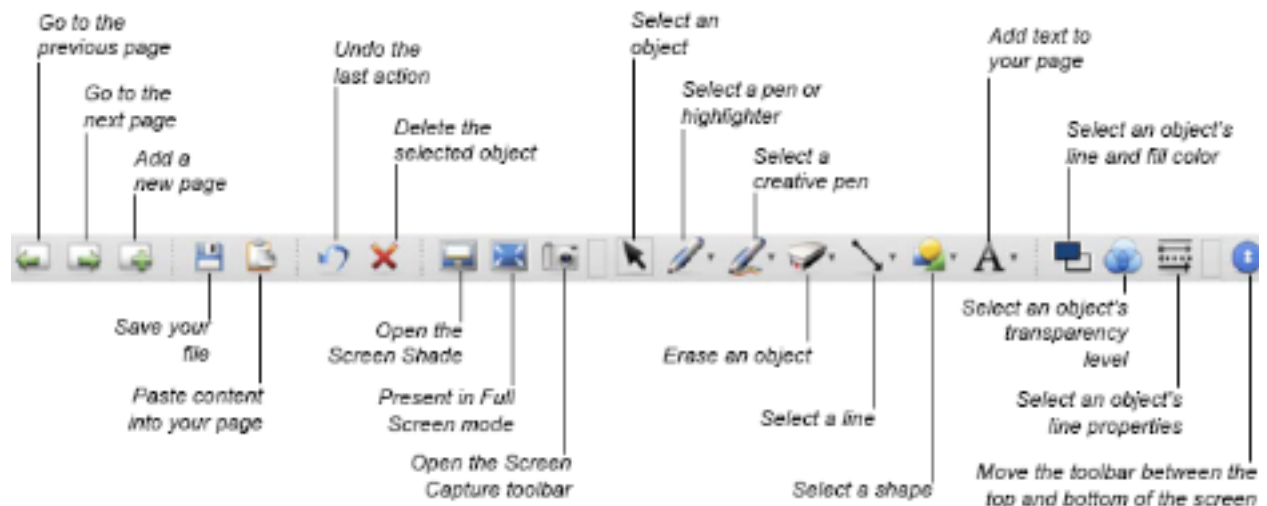
Floating Tools:



Capture Buttons:



SMART Notebook Menu:



Using an External Laptop

Connect the laptop (Mac or PC) to the external cables located behind the SMART Sympodium Display.


Use the Media Control buttons to select the Laptop button. 

You will have to use the keyboard and mouse functions on the laptop to control it ... you will not be able to use the SMART Sympodium Display, the wireless keyboard or mouse to control the computer.



Turning Off the SMART Sympodium Lectern

Eject any DVD or VHS tape. Turn off Document Camera. Shut down computer.

Using the Main Control Panel, turn the Display Off. 

This will raise the screen and turn off the projector.

