

**Reference Guide**  
**KMC 3-70**  
**Technology Enhanced Classroom**

**Center for Innovation in Teaching and Learning**

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# Using the Projectors

Projectors in this room are controlled by a touch-screen control panel



1. If this screen appears off, press it firmly with one finger anywhere on the screen.
2. When the screen is lit, select, from the buttons on the left the *type* of device you wish to project.

If you are selecting projector for the first time (projector is off) it will take approximately 30 seconds for the projector to warm up and show an image on the screen.

3. You have the options of selecting the Document Cam, the PC at the podium, or an attached laptop.
4. Once you've selected a device, press the **Left** or **Right** projector button at the bottom of the screen



To put the projector on standby, press the standby button.

**Note:** If you have opted to record your lectures with Echo 360, the screen of your device will still be recorded while the projector is on standby. Even though the students in the classroom will not be able to see what is on your screen, your activity will still be recorded and included in the Echo 360 video.



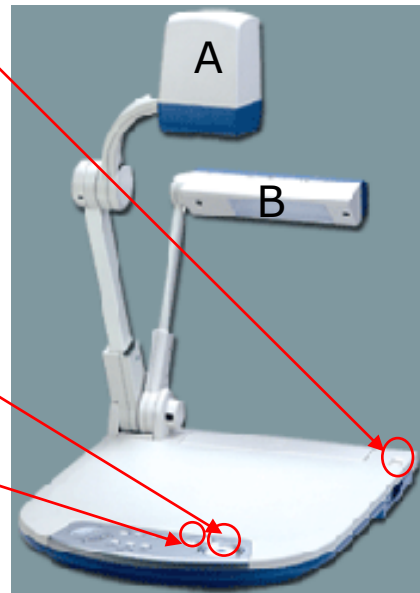
## Projecting the Document Camera

Use the steps in the first section, “Using the projectors”, to select the document camera and projectors



Position the moveable parts of the document camera (A and B below) as show in the picture below to start projecting the image.

- 1 Turn ON the document camera
- 2 Turn the **Zoom** wheel to get a closer view
- 3 Closing the **Iris** helps clarify small text on very light backgrounds



## Sound and Speech Volume

**Program Volume** controls the level of any audio that is being projected (PC, DVD, VHS).



**Speech Volume** controls the level of the lapel microphone worn by the instructor.

# Ink2Go

(Screen Annotation)

Ink2Go is an extremely simple yet powerful screen annotation. You can easily write on top of any other application that is currently active on the desktop, even on a running video. You can then save your annotations as an image file for sharing with students or colleagues.

1. Basic Ink2Go functionality
2. Saving Annotations



## 1. Basic Ink2Go Functionality


The various options that are provided by Ink2Go appear on a single compact toolbar. All of the uses related to annotations originate from this toolbar, which is shown below.



- Floating toolbar that can be moved around and switched between horizontal or vertical, so that it never gets into the way of your presentation.
- 8 pens, 4 highlighters and 3 erasers of various colors and sizes for your convenience.



### New Page:

This option allows you to create a new page. Ink2Go allows users to create various pages and flip through them with the  options.



### Saving:

This option allows you to save exactly what they are viewing. It can be done whenever you are ready to save the annotations on the current viewing page. Saving Annotations will be explained in the next section.



### Annotations with a Pen:

This option allows you to choose a pen that ranges from various colors to sizes. Annotations are done directly on the viewing screen. The different options of pens which are provided are shown to the right.

- Let you write, draw or highlight on any content being shown on the desktop from any app, be it a webpage, a slideshow, a running video or even presentation mode of **Keynote** and **PowerPoint**.
- Save the current desktop with your annotations as an image. Image formats: PNG, JPEG, Bitmap or GIF (for Windows), and PNG (for Mac OS X).



### Annotations with Highlighters:

This option allows you to highlight anything that is on the viewing screen. Four different colors are provided for the users own choice of use. The various colors which are provided are shown to the right.



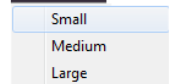
### Add Text:

This option allows you to inset text anywhere on the viewing screen. Various colors and sizes are provided for the users preferences. These options are shown to the right.



### Erase Annotations:

This option allows you to erase annotations that are made in the viewing screen. The erase option can get rid of pen, highlighter, and text annotations. The eraser comes in three different sizes which are shown to the right.





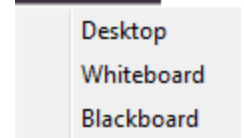
### Mouse:

This option allows you to control the applications by converting back to the mouse pointer. For instance, when you choose the pen option, the only way to convert the pen back to the mouse clicker is by clicking on the mouse button.



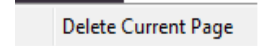
### Switching Between Various Backgrounds:

This options allows you to switch between various backgrounds. Three options of background is available; desktop ( regular desktop and its applications), Whiteboard (completely white background), and blackboard (completely back background). These options are shown to the right.




### Clearing Annotations:

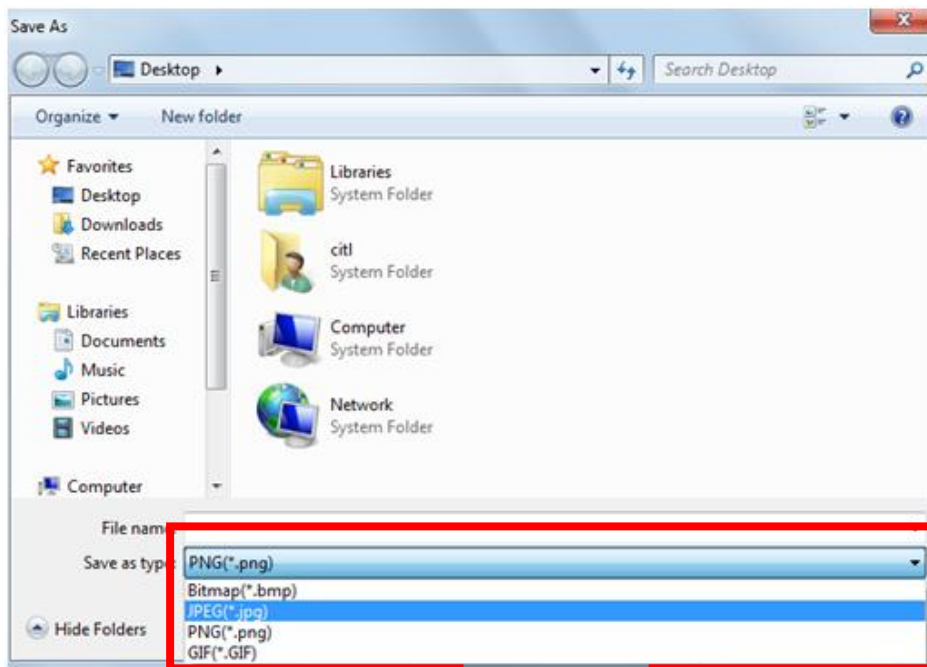
This option allows you to clear all annotation present on the viewing screen. The option to delete pages is also available. This option is shown to the right.



## 2. Saving Annotations



To save the annotations, you must click the  option. This will lead you to the screen shown below. The box below allows you to choose where and how to save the image. JPEG is the most common file type used for images and are compatible with most image viewers.



*Note:* Annotations made with Ink2Go can only be saved as an image.

**Remember to save the picture as a JPEG.**

The CITL strongly recommends that you take time to visit this classroom *before* your first day of class to familiarize yourself with the technology.

If you experience any problems with any of the technology in this room please contact the Stern IT Helpdesk at 80180 or [helpdesk@stern.nyu.edu](mailto:helpdesk@stern.nyu.edu).

If you would like pedagogical support on the most effective ways integrating these technology enhancements into your class activities please contact the CITL at 80919 or [citl@stern.nyu.edu](mailto:citl@stern.nyu.edu).