

**Reference Guide**  
**UC-04**  
**Technology Enhanced Classroom**

**Center for Innovation in Teaching and Learning**

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212-998-0919

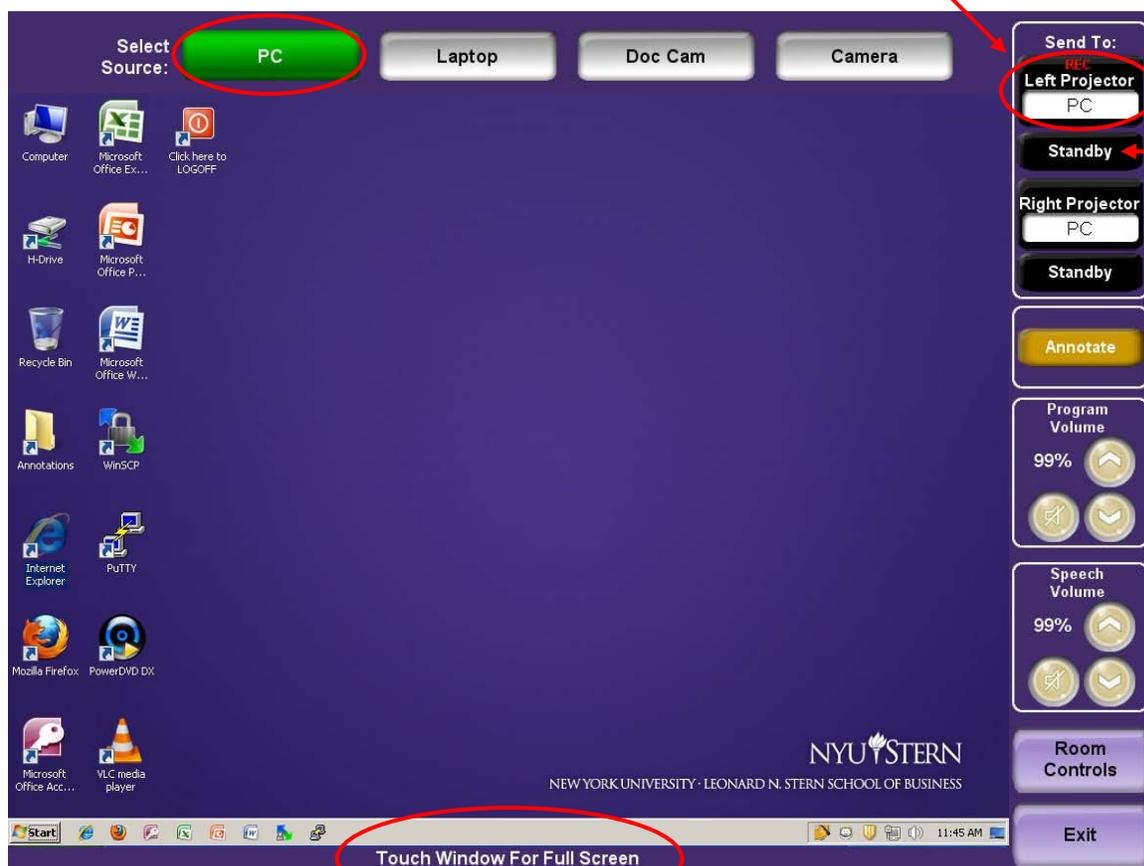
## To begin please touch the screen

1. If this screen appears to be off, press it firmly with one finger anywhere on the screen.
2. When the screen is lit, login to the PC and select from the top row of buttons the *type* of device you wish to use.



3. Press **PC** for the Podium PC. To display any of the other devices available (Laptop, Document Camera or Camera) select the appropriate device by pressing the button firmly.

4. Once you have selected a device, select the projector to which you want to project.



To put the projector on Standby, press the **Standby** button. Press again to turn off Standby.

5. For **Full Screen View** press once firmly anywhere on the screen. To return to screen with control buttons press again.

6. Press Annotate to switch to Annotation mode. Once in Annotation mode you can still send projection to individual or both screens or press standby.

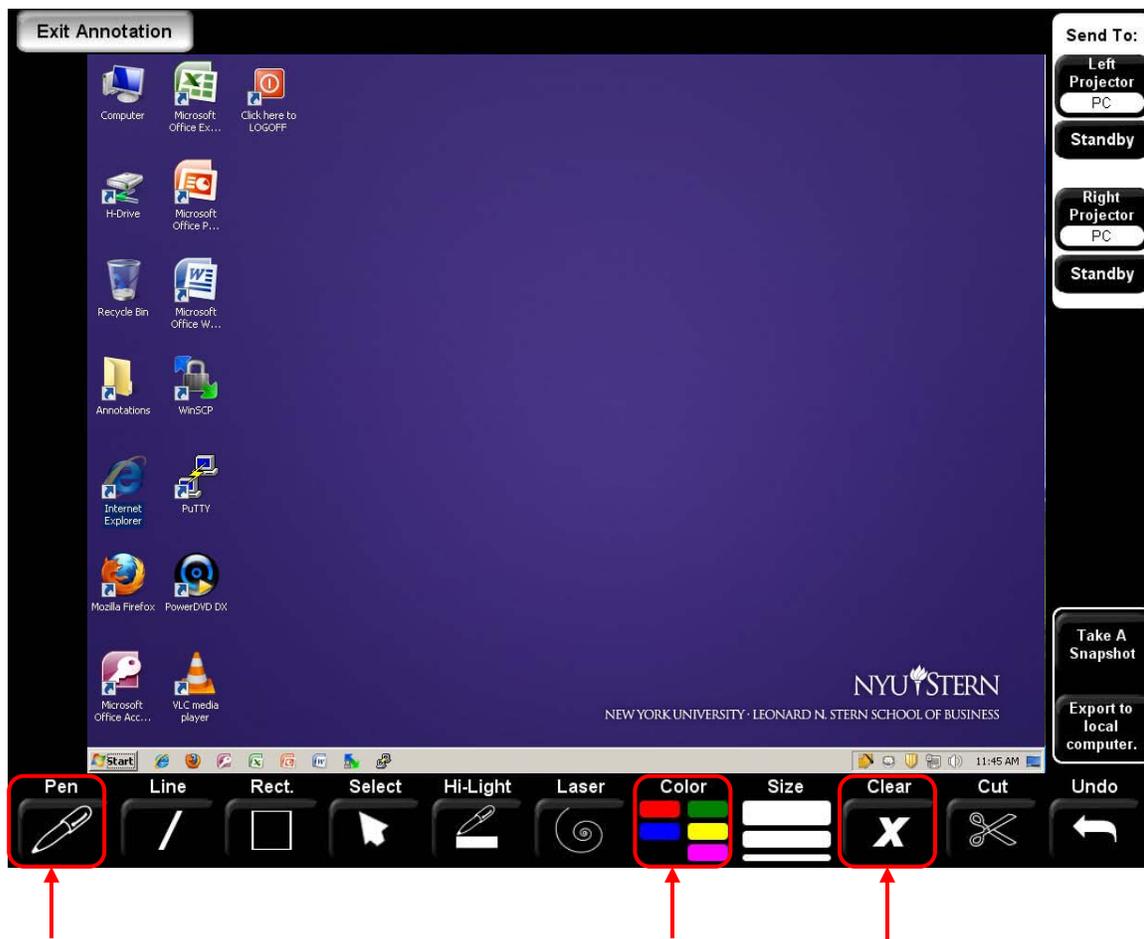


Press **Annotate** to use the annotation feature.

Note that a different set of tools appear below the screen in Annotation mode.



To put the projector on Standby, press the **Standby** button. Press again to turn off Standby.



The pen allows you to annotate over any PC application

Press to select a color

To erase notes on the screen press **Clear**



← You can adjust the thickness of your pen by selecting the size.

**Important:** Once you finished annotating on a particular screen and you would like to move forward to the next screen, page, slide, etc., you need to click "X"

to clear the annotation on the screen. Press the  button and then navigate to your next screen. If at any point you clear something and you would like to

return to it. You can step back with the  button. Be aware that you can only undo your last step.

7. Press **Exit Annotation** to return to normal mode



8. **Take A Snapshot** and **Export to local computer**



To capture annotations during the lecture press the **Take A Snapshot** button every time you wish to save the notes on the screen. The software takes about 10 - 30 seconds to save depending on the volume of annotations on the screen. Clear with the "X" button and proceed to the next screen or slide.

At the end of the lecture press the **Export to local computer** button to review all snapshots. The computer will open a new window in a PowerPoint like environment where you will be able to review the snapshots. The snapshots file will be saved in the **Annotations** folder located on the computer desktop.

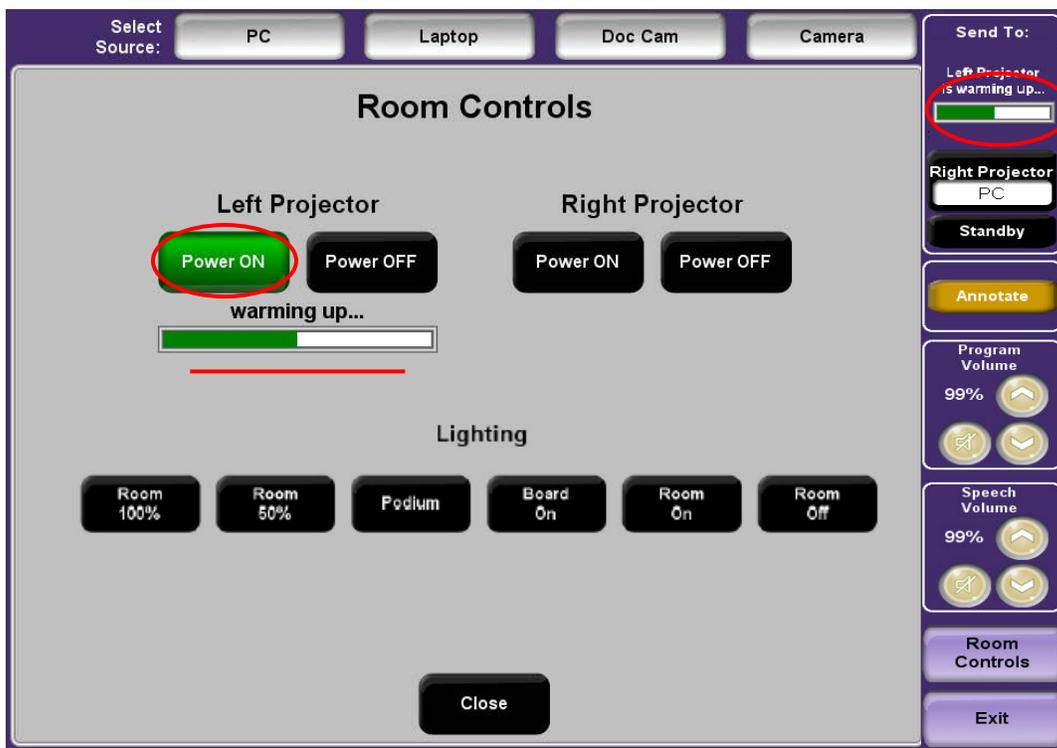


**Note: You need to move your file from the Annotations folder before you exit the room.** The files in this folder **are deleted daily** and cannot be retrieved after the PC has been restarted.

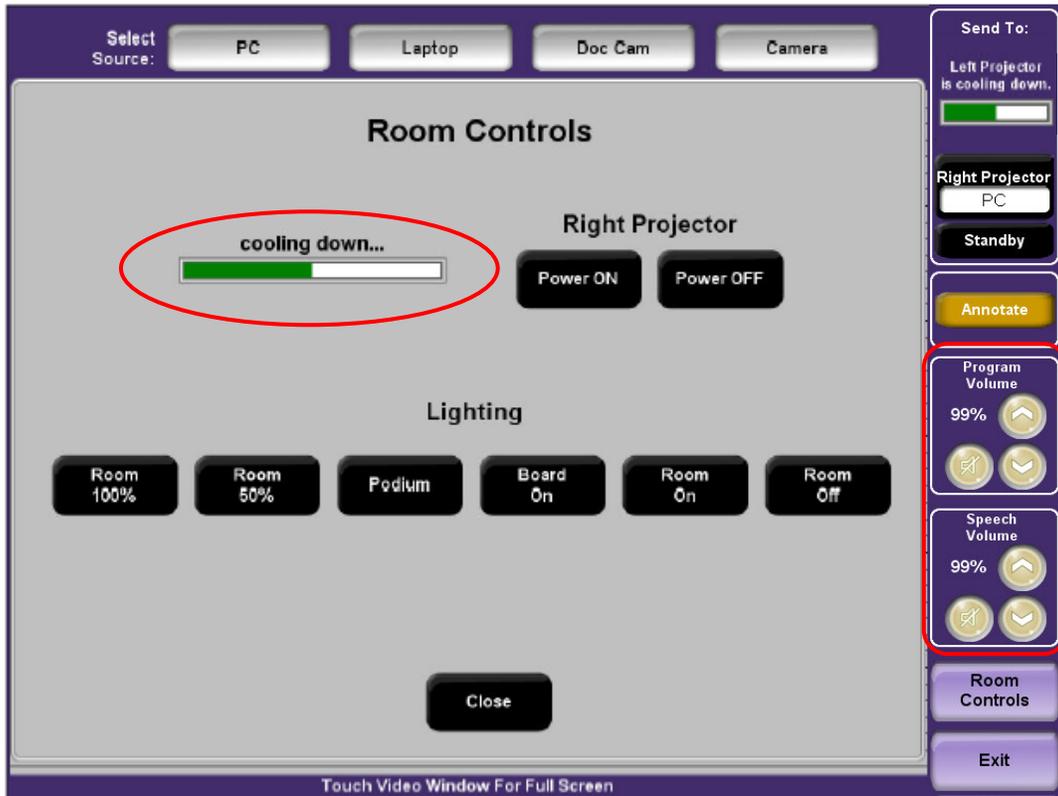
9. **Room Controls** enable you to control the projectors as well as the lights. You have the ability to adjust the levels of the **Board** and **Room** Lights.



10. To power on or off any of the projectors press firmly the appropriate button on the screen. When you have pressed **Power ON** you will see a "warming up..." message on the screen.



11. When you have pressed the **Power OFF** button, you will see a “**cooling down...**” notice on the screen.



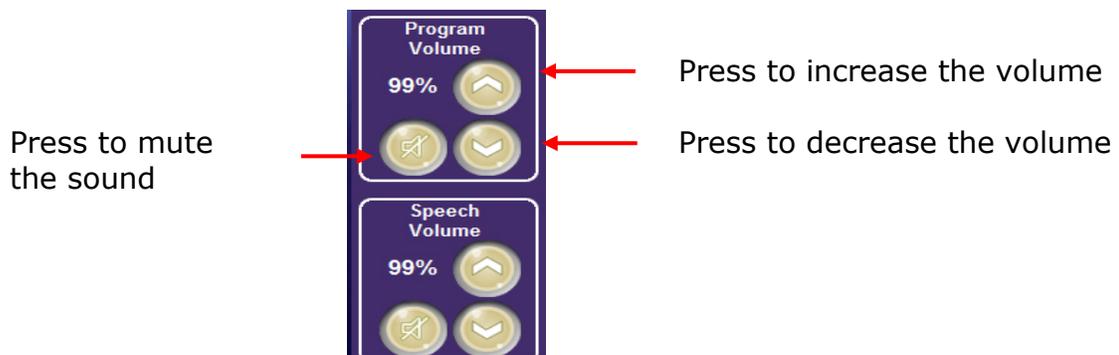
12. The following buttons control the audio levels:

**Program Volume**

Controls the level of any audio that is being projected (PC, DVD).

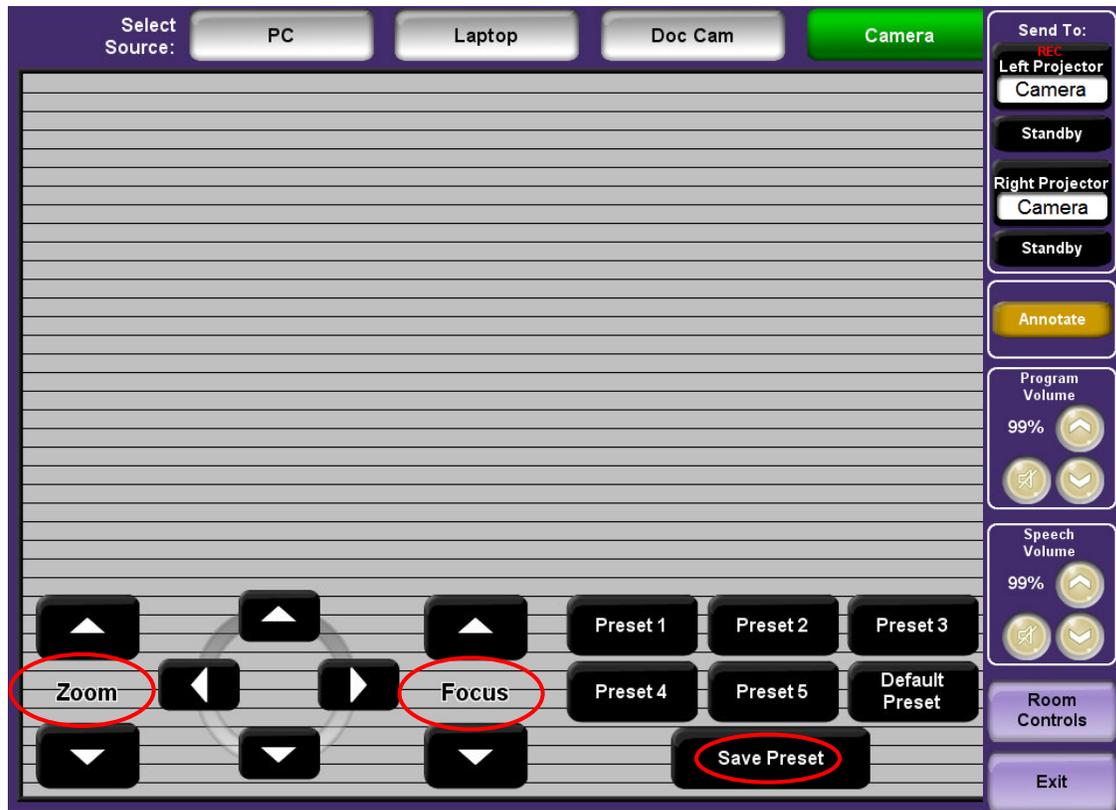
**Speech Volume**

Controls the level of the lapel microphone worn by the instructor.



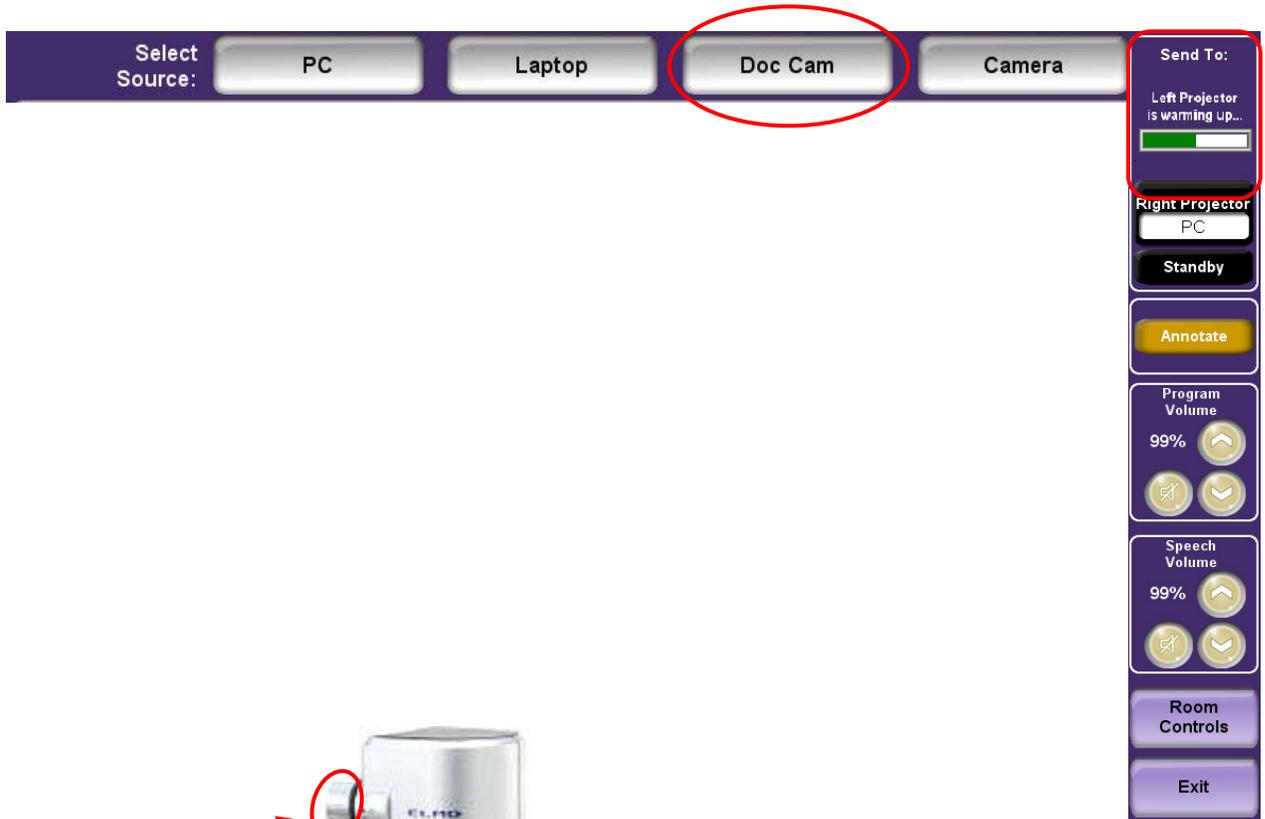
13. Press the Camera buttons to display camera controls. Once you have selected the Camera you will be able to **Zoom**, **Focus** or save a camera preset. There are five Camera Presets that allow you to save a view of the camera that you prefer. The **Default Preset** cannot be changed. After you have adjusted the Camera, you can move to any of the available devices by pressing its button on the screen.

**Note:** It is always helpful to review the camera view and settings before class to make sure that the camera is pointed at the desired angle.



14. To Save a Preset do the following: Press **Preset1**, use the **Zoom** and **Focus** to get the desired view, and then press **Save Preset**.

15. To project from the Document Camera, press **Doc Cam** on the screen and then press send to the appropriate projector to display on the screen.

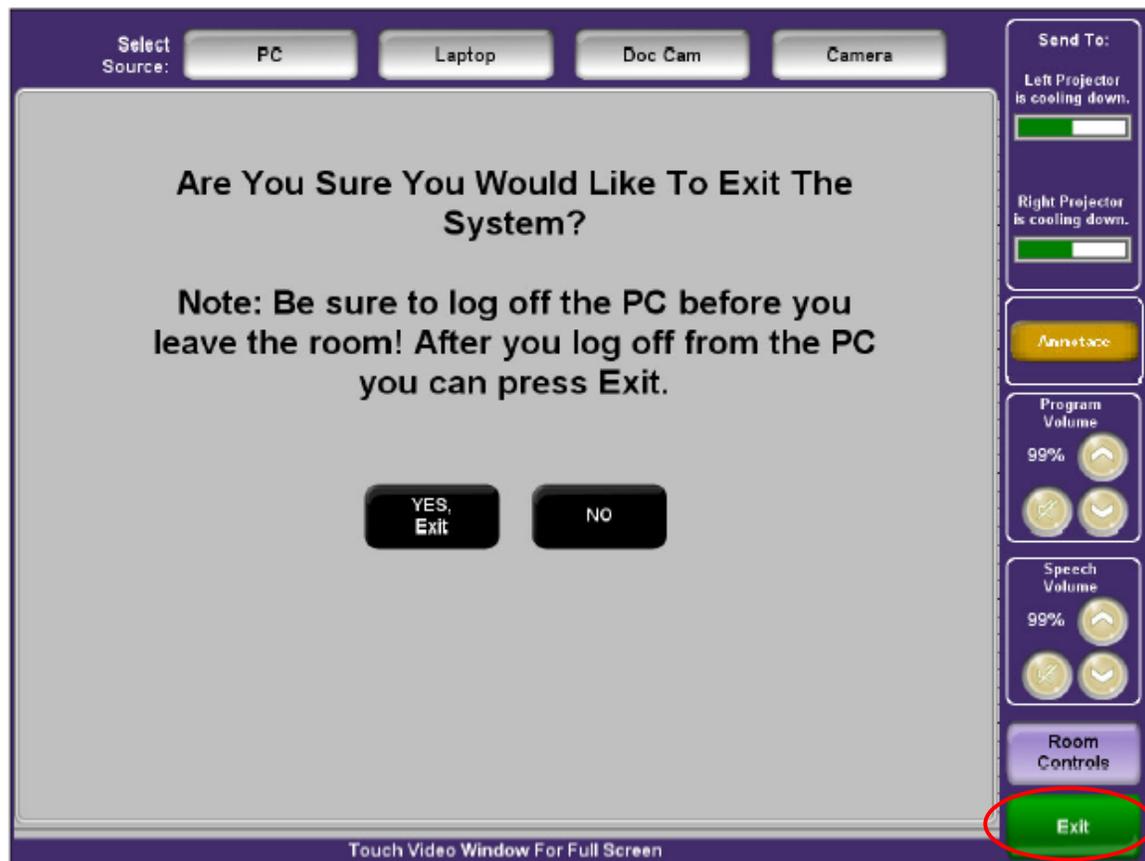


Turn to  
Zoom in



Turn On the  
Document  
Camera

16. Before you press **Exit** on the screen, please make sure to log off the Podium PC. Please note that the **Exit** button would not log you off the PC.



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).