

CLASSROOM QUICK START GUIDE

Welcome to your TEC+ classroom! This guide is designed to familiarize you with this innovative classroom technology. Need more help? Please contact IT via the helpdesk.

GETTING STARTED

1. Turn on the computer.
 - Press the power button on the computer itself.
 - Press the power button on the computer monitor, bottom right corner.
 - The PC button on the wall panel should be set. If not, hit PC.
2. Make sure that the wireless keyboard and mouse are on.
 - Switch the power button that is located on the bottom of the mouse and on the side of the keyboard.
3. Turn on the projector.
 - Press the power button on the white projector remote.
 - If you need to change the input from the classroom computer to your personal device, use the Source Search button on the projector remote.
 - The source will change to the next available source.
 - Select Source Search again to switch back to the original Source.
4. Login to the computer.
 - Use your DSC credentials and password to login: `firstname_lastname@daytonastate.edu`.
 - Give the computer a couple of minutes to load when logging in for the first time.



HOW TO USE THE SMART BOARD TECHNOLOGY

1. The white board in the middle of the classroom is a Smart Board.
 - **Do not use the dry erase markers on the middle board.**
2. The Smart Board comes with interactive digital pens you can use as both a “mouse” and a “pen.”
3. Locate the white box with two digital pens on the Smart Board.
4. Turn on the digital pen using the button on its side.
5. Touch the Smart Board with the digital pen; this will activate it.
6. You will now see icons on the bottom and on the side of the Smart Board.



7. Click on the pen or mouse icon and then you'll see the drawing menu.
8. Use these icons to switch the digital pens from the “mouse” function to the “pen” function.
9. Use the mouse function to interact with a website just like you would with a mouse, or use the pen function to underline important information on a website.



10. You can also use the Smart Board as a Digital White Board by selecting the “White Board” Option. The board will look blank. You can write on it with the digital pens, just like you would on a traditional white board.
11. Make sure to switch back to the “Screen: option when done
12. Smart Board technology can also be used with Active Inspire interactive software. Please contact our IT Helpdesk at ext. 3950 for training.
13. The pens require rechargeable batteries which are kept in the closet.



DOCUMENT CAMERA

This room is equipped with a document camera that can be used to display handouts and physical items. (New document cameras fold up compactly.)

1. Locate the document camera on the bunker, unfold it, and position it over what you want to display.
2. The document camera image is displayed via the PC computer.
3. Remember that the smart board needs to be on display mode.
4. Select the **Doc Cam** link from the desktop.
5. Use the controls on the document camera to focus and zoom.
6. Exit and close the Doc Cam software when complete.



USING THE WALL TALKER WHITE BOARD

1. The Lemerand Classrooms have an entire wall to write on in the front of the classroom. It works best with Expo brand markers.
2. It’s important to note that this does not include the center whiteboard
3. Use the eraser or water to clean it—provided in the spray bottle.
4. Wipe off the white board before you leave.

LEAVING THE CLASSROOM

1. Log out of the computer workstation.
2. Turn off the projector by pressing the “Power” button on the white remote control.
3. Turn off the PC.
4. Turn off the wireless mouse and keyboard.
5. Secure pens, wireless mouse, wireless keyboard and the projector remote in the bunker.
6. Lock the classroom.

HELPFUL INFORMATION

Helpdesk Contact Info

(386)506-3890

helpdesk@daytonastate.edu

Faculty IT Help Web Page - <http://www.daytonastate.edu/help/faculty.html>

Need your classroom unlocked? Missing batteries? Markers dried out? Please head to the front desk of the Library on the third floor. Someone will help you.

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