New Audio/Video Control System

'HOW-TO' INSTRUCTIONS
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Over this summer, our IT Department has updated a variety of different rooms on and off-campus to a New Audio/Video Control System. The new system is much easier to use and provides the faculty and students with improved features that help transform the student's learning experience in class. Although it is fairly intuitive to use, we have prepared this "How-To" training manual that will teach current and new faculty how to use our New Smart Classroom Technology. Should you inquire specific training on how to use this technology in your classroom, please refer to your Admin or submit a helpdesk ticket to IT by emailing helpdesk@solano.edu and one of our technicians will be able to assist you promptly.

Step 1: Turn the computer on from your system unit.

Step 2: Locate the touch screen Atlona tablet, and move your hand 6 inches to a foot away from the screen to activate the motion sensor. Once the motion has been detected, the screen will allow you to press the power "Room On" button, or, the screen will automatically power on from sleep mode.

- *Now that you have powered both the computer and tablet, let's move forward with turning on the projector.*

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Step 3: At the top right-hand corner, locate and press the "Projector Control" to expand the toggle menu so you can turn the projector on by clicking "Projector On" 1x on the screen.

Step 4: After you turned on the projector, click on the "x" to close the toggle menu for the projector control. Next, return to the home page on the tablet and locate the following sources below for what you want to display to the class.

- *Sources – gives you the option to select what you would like to display to your audience. Depending on your room location, you will have 3-4 different sources that control the Desktop; Blu-Ray DVD Player; HDMI; and BYOD (connect wirelessly). To activate one of the following source options, you have to click or drag and drop the source to the display screen located above the sources column. For more details on the sources, please see the next page.*
- *Audio – users can control the Audio/Volume of the classroom on the tablet by dragging the toggle bar from left (-) to right (+). If you don't hear any audio output, please make sure that the computer is not muted and that you're on the correct speaker(s).*

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- **Desktop:** Displays what is shown on the provided computer for the classroom. This is always recommended when showing online videos or playing music.

- **Blu-Ray:** DVD Player allows you to play DVD movies and is located near the smart classroom standup drawer or by the Atlona tablet and work station.

- **HDMI:** Audio/Video interface port that allows you to connect from your device that is HDMI compliant to display your laptop or iPad to the projector screen. The HDMI port is located on the outside interface near the system unit/work station. Carefully check near the smart cabinet or drawer to locate the port. All classrooms should also have a HDMI cable included in the drawer or near the desk. If you're using a Mac, you will need to bring your own adaptor that is HDMI compatible. Please contact your admin or email helpdesk@solano.edu if you're missing the classrooms HDMI cord.

- **BYOD:** Known as "Bring Your Own Device" is a newly added feature that allows you to connect wirelessly with your device to display to your audience on the projector screen. Please follow all list instructions below when selecting this source on how you can connect wirelessly from your phone or tablet and display to the class.

Steps for connecting my device to BYOD.

a. Turn on your internet from your device and connect to the colleges "Public Wi-Fi."
b. Enable your Smart View (on Androids) or Screen Mirroring (on Apple Devices). For example, from your phones home screen, pull and swipe down from the top of your phone and select the application Smart View or Screen Mirroring.
c. Connect your device to the classroom. If you're using an Apple Device, users are required to input a password. Please contact your admins for the password. All other devices such as Androids (Smart Phones) do not require a password.
d. When your mobile device is attempting to connect to BYOD, return back to the Atlona tablet and click on the pop-up device to connect to the projector.
e. Your device should now be connected to BYOD and displaying to the projector screen.

Note: when connecting wirelessly, do not use this source for videos or playing music as there is a slow connection. Instead, we recommend using the Desktop source for this functionality as it is most compatible.
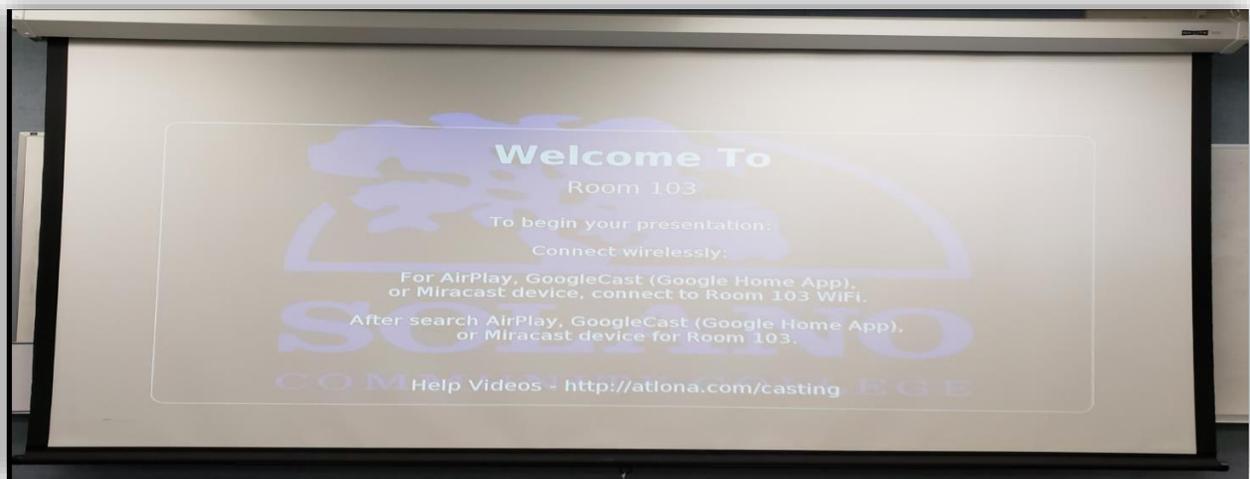
Step 5: Once your source has been selected, the touch screen tablet will display the source to the projector screen. If you haven't already done so, this is a great time to lower your projector screen. If you do not have a projector screen at the front of the class above your white-board, then you most likely have a whiteboard that has been converted into a Wall-Talker that acts as both your whiteboard and projector screen.

Step 6: As far as turning off the device, the Atlona touch screen tablet does not have a power-off button. To shut down your sources, return to the desktop homepage and click on the "Projector Control" to turn off the projector. Once the projector is turned off, close (x) the toggle menu and then shut down the computer or leave the computer on for the next available faculty member.
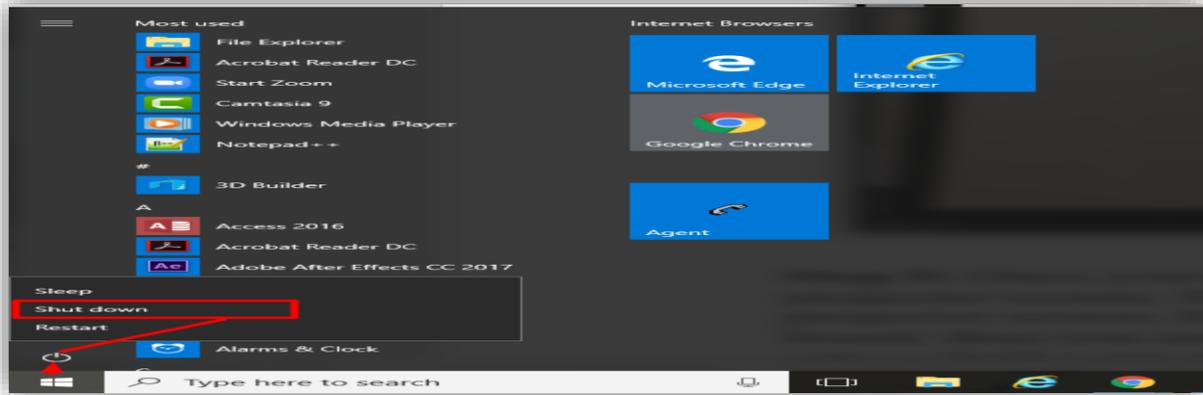
For all other related questions on how-to-use the Smart Classroom Technology, please submit a helpdesk ticket to our IT department at helpdesk@solano.edu and one of our technicians will be assigned to assist your needs in the priority your message has been received.

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