Classroom Equipment Advanced User Guide

Cox School of Business

David B. Miller Business Quadrangle

SMU **Office of Information Technology**

Table of Contents

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About the Classrooms

As you walk in, you'll find multiple controls on the wall

1. Lighting controls with various predefined zones
2. Window shades
3. Temperature
4. Master Lighting (off/on)

The room is equipped with the following:

- Two displays on the floor or rear of the room for the faculty member
- Side table with the touchpanel and room for materials
- PTZ tracking camera in the rear of the room that will track the faculty as they move across the room
- Podium with computer, qomo (interactive monitor) microphone, dongles to connect devices, and power outlets
- Clevertouch interactive large monitor for digital whiteboard and more
- Sliding whiteboards
- Large front display that can show multiple or single content sources
- Credenza that holds the handheld and wireless microphone options with charging stations
- There is also a wolfvision installed in the room for wireless screensharing capabilities
- Audience microphones in the ceiling

Faculty will need to bring their own presentation remotes. These are not provided in the rooms.

Quick Start Guide
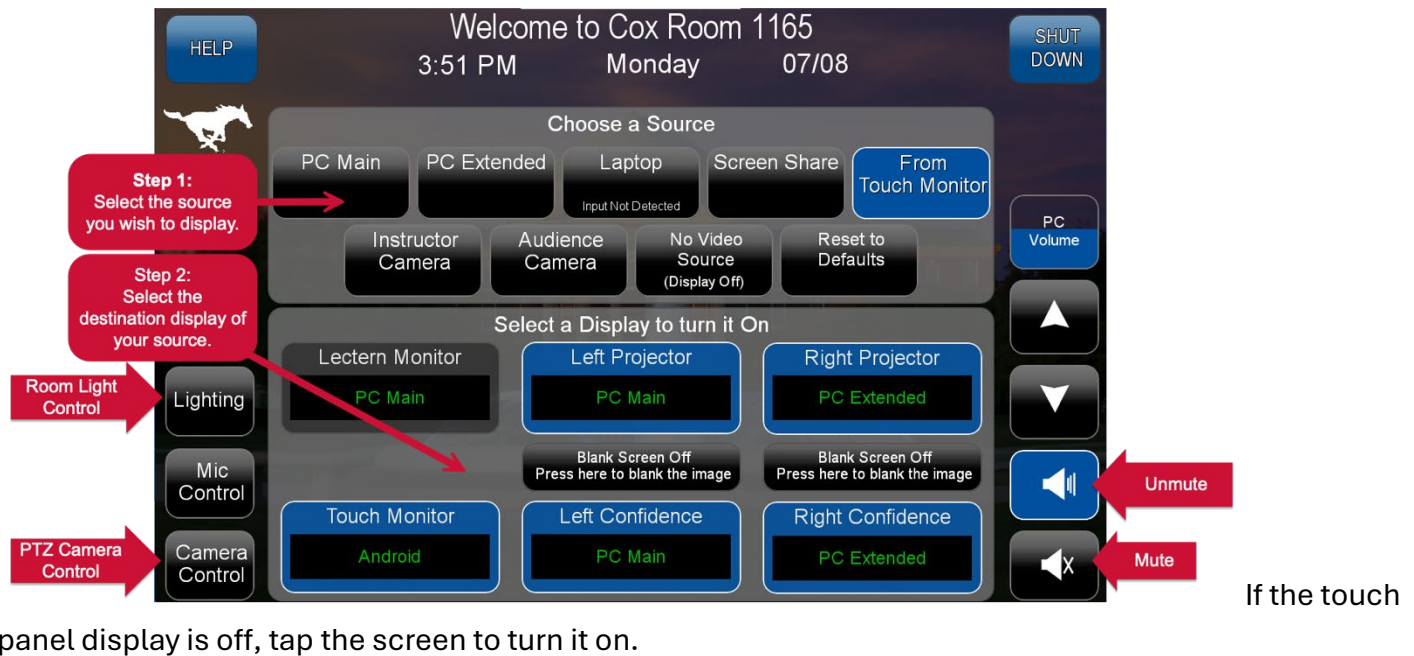
If the touch panel display is off, tap the screen to turn it on.

1. Select the desired Source
   a. If "input not detected" is displayed, verify the lectern computer is powered on or that the HDMI cable is plugged securely into your laptop/device.
2. Select the Display you wish to display the source on.
3. If you selected a laptop as your source, you may need to change settings to duplicate your screen. This can be done by pressing Win+P on a PC, or by changing your Mac's display settings in System Preferences.
4. Volume
   a. Tap the Volume up down buttons on the right side of the touch panel
   b. Adjust the computer volume as needed
   c. Mute using the audio icons
5. Blank Screen
   a. Tap the Blank Screen Button below the projector
   b. Tap the Blank Screen Button again to restore the image
6. Wireless Screen Sharing
   a. To connect your device to the projection system wirelessly, select the Screen Share source and select the desired destination. Then follow the on-screen instructions to connect to the system.
7. Electronic Whiteboard
   a. You can use either the Qomo (monitor on the podium) or the Clevertouch Interactive display for an electronic whiteboard solution.

Classroom Control Panel

Camera Control

The camera controls are accessed by pressing the **Camera Control** button in the lower-right of the home page on the control panel. The control screen will look like this:

You can toggle between the **Instructor** camera and the **Audience** camera using the buttons at the top of the screen. Use the arrow keys to change the camera's angle. You can also zoom in and out, adjust exposure and focus, plus use presets for specific areas of the room. For best results, **keep auto iris and auto focus turned on.** The **Tracking** preset will enable the camera to follow the speaker as they move around the room.

Microphone Control

Microphones are controlled by pressing the **Mic Control** button on the home page. The control screen will show as follows:

You can adjust the volume of the microphones and speakers using the arrow keys on this page. If a microphone is muted, they will show like this:

The microphones are programmed for specific rooms. Please do not remove these from the classrooms or attempt to use them in another space.

Lighting Control

The lighting in your room is also controlled by the control panel by pressing the **Lighting Control** button. There will be a set of presets specifically for the room:

There are also lighting controls on the wall with even more options.

Troubleshooting

If you ever encounter an issue in your room, press the **Help** button on the control panel. You will be presented with multiple options to reset the room to default settings:
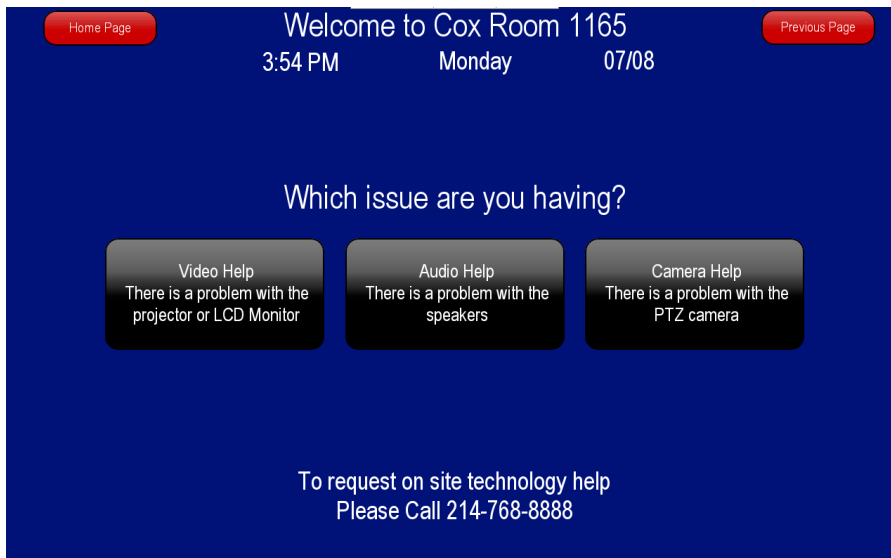
If these options do not resolve the problem, call the number provided on the screen.

Last modified: July 16, 2024

Wolfvision Wireless Screenshare

The Wolfvision device allows you to display content from a phone, computer or tablet without connecting the device to the cabling or adapters in the podium.

The instructor should do the following:

1. Tap **Screenshare** on the Touchpanel
2. Select the **desired screen** on which you want the content displayed

The individual connecting can either use built in tools (AirPlay, Mirrorcast) or download the vSolution app to connect.

Connecting without the mobile app

1. Follow the on-screen instructions.
2. Select the room and enter the code displayed on the screen

Connecting with the mobile app

1. Download the vSolution app (https://wolfvision.com/en/support/vsolution-app)
2. Enter the code displayed on the screen
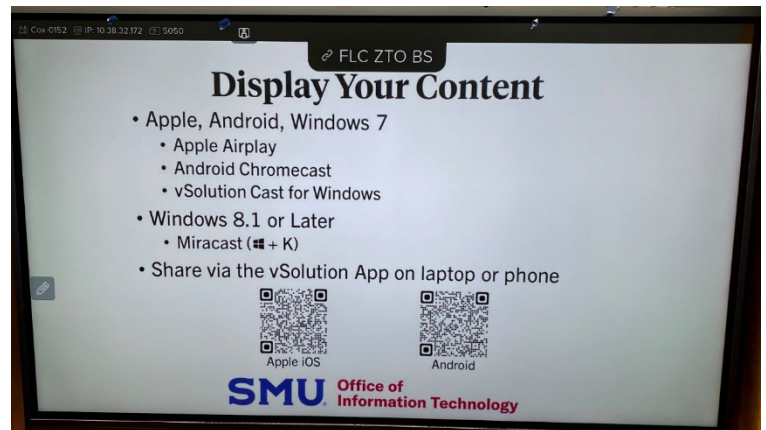
QOMO Pen Display

To use Qomo as a digital whiteboard, you can use the built in Ink tools within Microsoft products or the Flow Works software.

In Flow Works

1. The whiteboard app will open by default. You can use the pen tools and options within that app.
2. To annotate, click the desktop icon. This will display whatever you are showing on the desktop and allow you to write on top of the pictures and text.

Using Microsoft Ink tools

These should display by default in the various office products. When in use, you can select different pen styles and colors from the Ink tab.

If the Qomo is not responding to the stylus, verify the disable touch button is not turned off on the bottom of the monitor.

Using Zoom or Teams

1. Login to Zoom or Teams and launch the meeting
2. There are three potential video sources
   a. Audience Camera
   b. Instructor Camera
   c. Clevertouch TouchScreen
3. Select the desired camera view
   a. Note—if you change the video source it does take several seconds to update the video feed displayed on the screens in the room.

If you'd like to share the Touch Monitor content and still have the instructor or audience camera visible in Zoom:

1. Leave the main video source as Instructor Camera
2. Click Share Screen
3. Click Advanced
4. Select the Touch Monitor camera from the list of devices

Using the Clevertouch/Touch Monitor

About the Touch Monitor

The home screen will display specific applications that may be useful for instruction.

- Calculator
- Clock (including timer)
- Finder: This will allow you to navigate local storage on the device to retrieve previous files
- Box upload: This allows you to upload files to a shared Cox directory to retrieve in Box after the class. **We do not recommend logging into any of your accounts on the device in the classroom.**
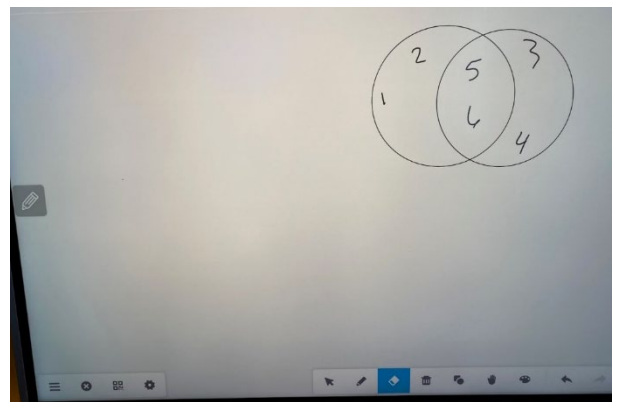- Whiteboard app

You'll see the pencil icon (typically on the left side of the screen). That opens an additional set of tools.
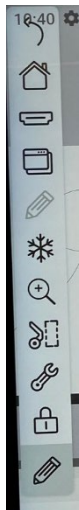
- The home button will bring you back to the main dashboard
- The USB button will allow you to change inputs. This should not be used (maybe we hide)---yes I'm hiding but need to see if we can lock out the tool bar… so it doesn't reappear
- The Split Screen button allows you to navigation between different windows or view two windows at once
- The freeze icon will freeze the image on the screen. Even if you use the pen tool or your hand to point, draw etc, it will not record those actions.
- Zoom in or out or enter full screen mode
- Screen clip: this allows you to capture a screenshot of a particular portion of the window. This is useful if you are grabbing an image from a website or screen. You can then import the image file into the whiteboard if needed for additional markup. (Click import—image file)
- Other tools (such as spotlight, timer)

Using the Whiteboard

1. From the **Dashboard**, tap the **Whiteboard** icon
2. Write on the screen either with the stylus or you fingers
3. There are two toolbars at the bottom of the screen. Press and hold the icon to display other options (i.e.different markers, brushes etc)

Secondary Toolbar on far left   **The bottom toolbar on the right**

Last modified: July 16, 2024

- **Application menu**—this is the file menu where you'll create new, open existing or save your whiteboard sessions.
- **X** will close out the presentation
- The **QR code** will display a code on the screen which allows someone to scan and access the content in their browser. They can then download the file to their device
- **Settings icon**- allows you to modify the input gestures

- **Arrow**- allows you to select and move objects
- **Pen**: allow you to write
- **Eraser**- allows you to erase content using the stylus or your hand
- **Shapes**: Allows you to access different shapes for use in diagrams
- **Hand**: allows you to drag the screen to focus on different areas or have a larger canvas
- **Color palette**: various brushes and tools to set as defined pens and colors
- **Arrows**—undo/redo

Create a folder for your files

If you plan on saving whiteboard files for use in subsequent classes, you will want to create a folder on the Clevertouch in which to store them.

1. From the home Dashboard, click **Finder**
2. Navigate to the Whiteboard directory
3. Click **Create folder** at the bottom of the screen
4. Name your folder
5. Click **OK**

Saving Files

1. Launch the whiteboard and use the various tools to create content
2. Click the **menu icon** on the far left
3. There are two different Save options
   a. If you wish to save the whiteboard in the native format for editing and revising later
      i. Click **Save**.
      ii. Navigate to the **folder** in which you wish to save the file.
      iii. Enter the **file name**.
      iv. Click **Save**
   b. If you wish to access the file from another computer
      i. Click **Export**
      ii. Select the **file type**
      iii. Select the **location** in which you wish to save the file
      iv. Enter the **file name**
      v. Click **Save**
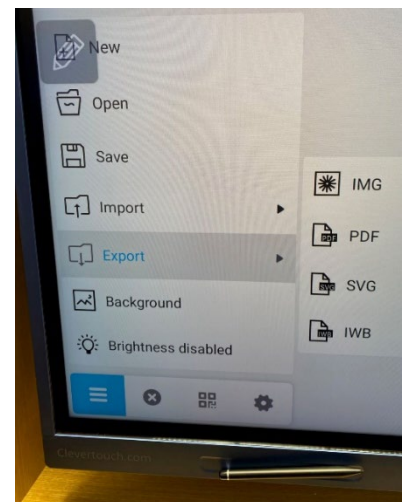
4. To access the file outside of the classroom, you'll need to upload the file to the Box shared directory. **We do not recommend logging into your individual accounts on the Touch monitor for security reasons**.
    a. Follow the instructions above to export and save the file in a common file format
    b. Click the **Pencil** icon on the toolbar and select the **Home** button
    c. From the main dashboard, click the **Box Upload** icon
    d. Navigate to the file you just saved and click **upload**

The files will be located in the **Cox Device Uploads** directory in Box and are available to anyone at SMU.
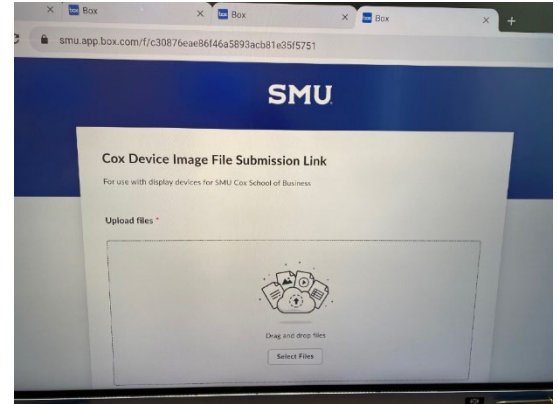
Annotate from the podium and the touch monitor

1. Configure the displays
    a. **Tap PC Main** as the source on the touch panel and then tap **Podium** and **Touch Monitor.** This will display the file on both locations.
2. **Open** your file on the **podium computer**
3. Use the Microsoft pen tools built into the office products to annotate from the Qomo device.
    a. To change pen colors or stylus type, click on the Draw tab within the Office product
4. Use the stylus to annotate on either the Qomo or Clevertouch. (note: the Qomo stylus works on both devices. The Clevertouch stylus does not work on the Qomo)
5. When you exit your file on the podium computer, you can save the annotations if desired.

Returning to the Clevertouch home screen

If you display another source on the Clevertouch, you will not use the touchpanel to route back to the Clevertouch built in software. Instead:

- Press the **Pencil icon** on the touch monitor
- Tap the **Home** button

Before you leave

- Replace the stylus on the Clevertouch and Qomo
- If you modified any of the default setup of the AV, tap "reset to default" on the touchpanel for the next instructor
- Log out of the computer