

CalPolyPomona



CEIS

6-104 Reference Guide



006-0104 Reference Guide

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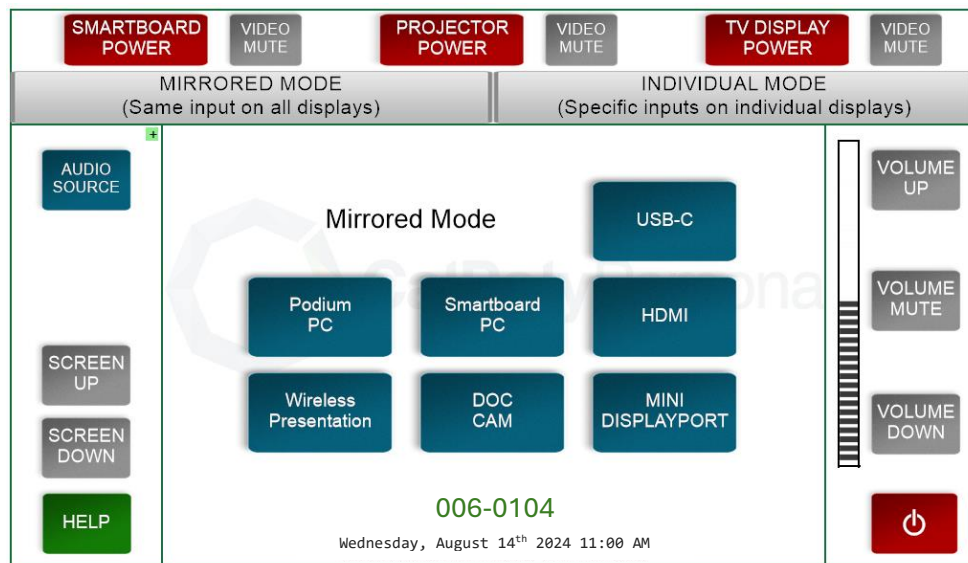
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Start Up

This room is built on a **Standard Digital platform** and utilizes a touch panel for projector, input, and volume controls.

To start the system, tap the touch panel located on the Instructor Station and wait for the projector and screen to warm up and come down.

General Controls



At the top you will find controls for powering on the different displays within the room, as well as two different modes to select from.

Mirrored Mode

Duplicates the selected input from the center of the screen onto all the displays.

Individual Mode

Allows you to set specific inputs from the center of the screen to each display individually. By default, the audio source is set to come from what is currently showing on the projector.

To the left are controls for the projector and screen and audio source selections.

To the right are volume controls for the room speakers.

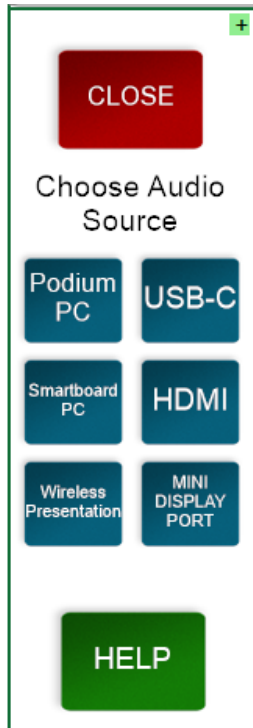
The shut down button on the bottom right will automatically mute the speakers, turn off the projector, and bring the screen up.



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Information on Audio Sources

The Audio Source button allows you to select the specific audio source you want to play from.



In **Mirrored Mode**, the Audio Source will default to the display currently being used.

In **Individual Mode**, the Audio Source will default to the input source on the projector. If the input source on the projector is changed the audio will follow.

When using the room in either mode, and you want to play audio from a source different than the projector or the currently selected input source, click the **Audio Source** button above the Projector Screen Controls on the left of the touch panel controller.

This will populate selections for all inputs. On the left side are major input sources, while on the right are laptop sources.

Note: The laptop sources will only play audio if there is a laptop actively connected to it.

Note: Multiple laptops cannot be connected to the system simultaneously.



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Information on Inputs

Podium PC

Refers to the PC at the Instructor Station and can be used on all displays. The monitors at the Podium / Instructor Station will always show this input.

Smartboard PC

Refers to the PC built into the smartboard. More information can be found in the Smartboard section of this document.

Wireless Presentation

Refers to the Solstice device built into the instructor station that allows students to connect to the screen where this input is displayed on using their personal devices. More information can be found in the Wireless Presentation section of this document.

Doc Cam

Refers to the Hovercam document camera that can be found to the right of the instructor station on the equipment rack. More information can be found in the Document Camera section of this document.

USB-C / HDMI / Mini DisplayPort

Refers to the cables found in the cubby below the touch panel. The appropriate selection will need to be made based on the cable connected to the laptop you wish to share. Multiple devices cannot be connected to these inputs at the same time.

USB-C



HDMI



Mini DisplayPort

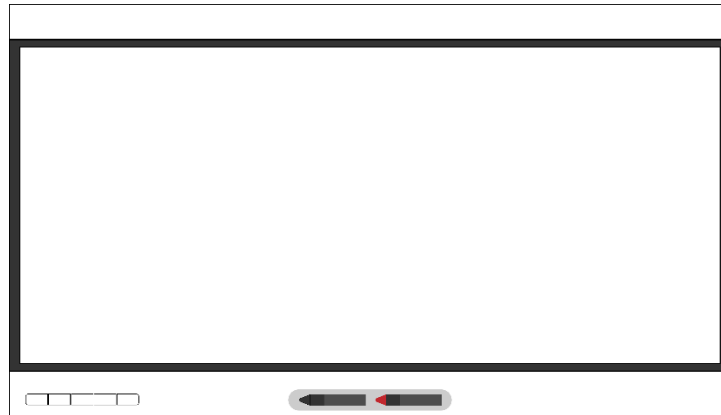




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Smartboard Introduction

The Smartboard in the room contains a variety of functions that can be used; however, it must be noted that some functions of the board are locked behind certain aspects of the device. This section will help break down their operation to make transitioning between the use cases simpler.



Most commonly you may find yourself wanting to use the display as a stand-alone smartboard, this can be done by setting the system to the **Smartboard PC Input** in either **Mirrored** or **Individual** mode.

Smartboard Modes

Switching to the Smartboard PC Input will set the Smartboard to one of two possible modes on start-up: **iQ** or **Computer Card**.

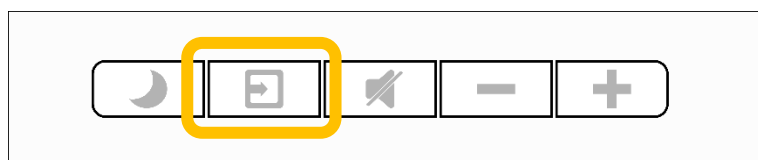
iQ

Is the built-in whiteboard software that is useful for if you just want to start writing things up quickly.

Computer Card

Is the built-in PC separate from the PC at the Instructor Station. This is the setting you will need to set if you want to use the OWL Bar located above the display and requires a user to login with the included wireless keyboard and mouse.

These two modes are independent of the system and can **only** be switched via the button panel at the bottom left of the Smartboard.



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Smartboard iQ

A separate user interface built-into the Smartboard that includes features like digital whiteboards, multiple display presenting, and wireless screen sharing.

For more information on how to use these features please visit the [Smartboard iQ Website](https://support.smarttech.com/docs/software/iq/en/about/about.cshtml) (<https://support.smarttech.com/docs/software/iq/en/about/about.cshtml>) and read content specific to 6000S and 6000S Pro.

Smartboard Computer Card and OWL Bar

When in this mode, you will need to log in with your **Bronco Username and Password**. This computer will work identically to the one at the instructor station, transferring your saved OneDrive files over based on the person who is logged in.

The OWL Bar can **only** be used from the Smartboard with the system set to **Smartboard PC** and the Smartboard set to **Computer Card**.

In Zoom, or any other video conferencing application of choice, the camera, and microphone options you will want to use are **OWL Bar**.

For Speaker, select **Same as System**.

Select a Speaker

OWL Bar

✓ Same as System

Select a Camera

✓ OWL Bar

Same as System

Select a Microphone

✓ OWL Bar

Same as System

There is no need to adjust the view of the camera from where it is placed. The OWL Bar automatically tracks user movement and speech, always keeping the presenter in frame.



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Wireless Presentation

This feature is designed to allow multiple students to share presentations from their personal devices (phones or laptops).

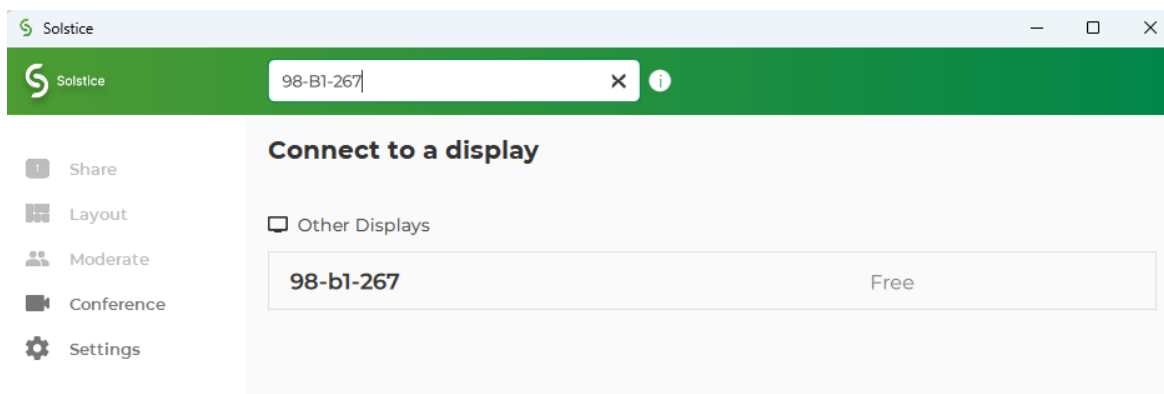
The Solstice Pod allows for up to **4** students and faculty to connect to a single display simultaneously.

- You'll first want to make sure your device is connected to **Eduroam** (www.cpp.edu/wifi).
- Next, download Solstice from the **Mersive Download Center** for your device (www.mersive.com/download).



Once your device is set up make sure your projector is switched to the **Wireless Presentation** option on your room's controller.

Then, open the app on your device and search for your classroom in the search bar across the top using your **building and room number**.



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Enter the screen key on the room display

Connect

Cancel

Once you've selected your room, the app will prompt you to type in a **four-digit code** that is displayed on your projector.

After a few seconds your device will now show up on your projector and you can begin presenting your projects to the class.

For more information on the Wireless Presentation feature, please visit the Classroom Help site! (www.cpp.edu/classroomhelp)

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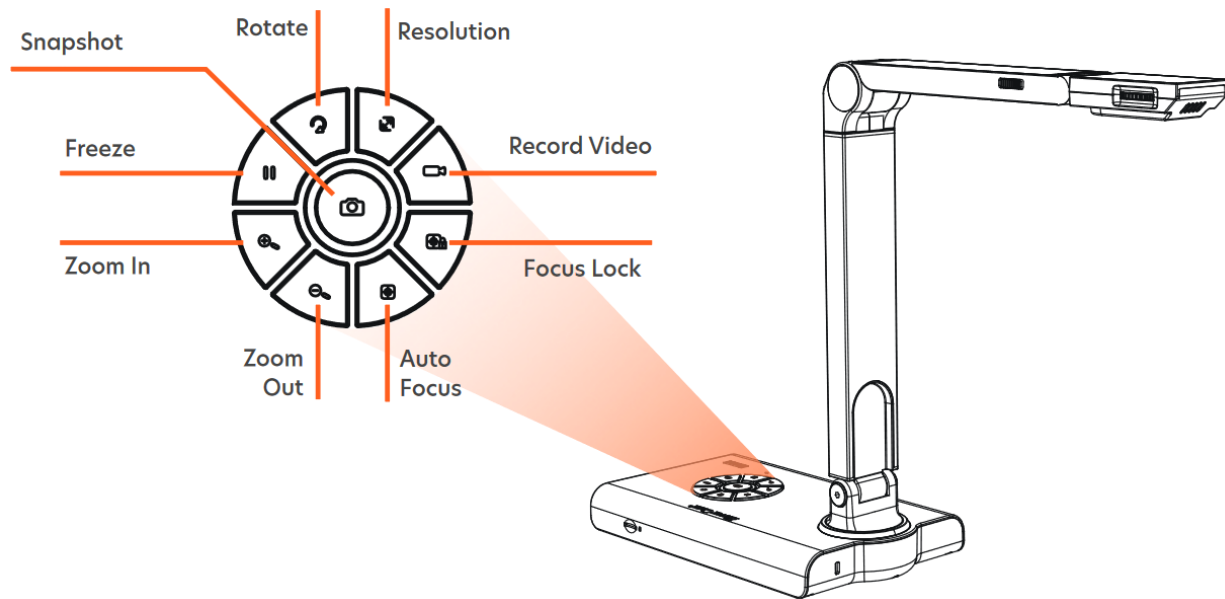


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Document Camera

The document camera beside the Instructor Station can be used to share documents and smaller objects across all the screens and over Zoom from the computer at the Instructor Station.

HoverCam Duo Controls



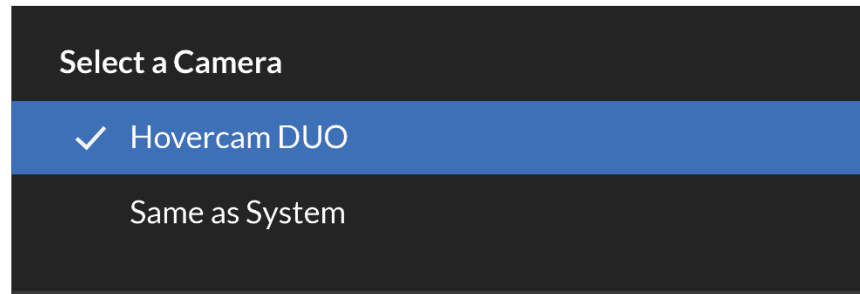
Rotate	This button rotates the image being displayed on the projector in 90-degree increments
Resolution	This button allows you to change the resolution of the camera (only press this if you either don't see your document camera showing on the projector or the image looks blurry – any issues should be reported to the support line)
Record Video	Used for recording video onto a micro-SD card
Focus Lock	Locks the auto focus settings so the camera isn't constantly self-adjusting (use this if you notice the camera going in and out of focus constantly)
Zoom Out	Zooms the image out
Zoom In	Zooms in to the center of the image
Freeze	Lock the screen at its current position so you can keep a particular section up for people to take notes while you prepare the next section
Snapshot	Used for taking a picture of the current image being displayed onto a micro-SD card



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Using the Document Camera with Zoom

The neat thing about Hovercam's is that they can be used for presenting documents over Zoom during online classes; this can be accomplished with or without the Flex 11 software **at the Instructor Station PC** by simply selecting **HoverCam Duo** from the video button in Zooms lower settings bar.



About the Flex 11 Software for HoverCam



Flex 11 is an additional program that can be found pre-installed on all classroom computers. This program allows you to record directly to the computer and gives you access to features like annotation, a digital whiteboard, screen recording, capture, and other useful tools.

For video guides and more information on how to use this software, please visit the HoverCam website (www.hovercam.com/flex11).



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Using the USB Microscope

The USB Microscope can be located beside the Document Camera and is connected directly to the Instructor Station Computer.

To view objects in focus, the microscope will need to be placed directly onto the subject.

This device works no different from a typical USB webcam and can be used like the document camera when in Zoom meetings.

The **AmScope Software** is an additional program bundled with the microscope and can be used for taking snapshots, record video, digitally measure subjects, and other useful features.

More information on this microscope, including manuals for the software can be found on the [AmScope Website \(www.amscope.com\)](http://www.amscope.com) and searching for **UTP Series 2.0MP USB Handheld Digital Microscope 10X-200X Magnification on Metal Stand with LED Illumination**.

A manual for the software can be found by searching for **AmScope Help Manual** on Google and clicking on the **Caltech** link titled **AmScope Help Manual**.

