

Anheuser Busch Natural Resources (ABNR) 114 Classroom Technology

Upon entering the room

1. If the computer is not on, press the power button located on the Dell computer located behind the left side of the SMART interactive display.
2. The SMART interactive display should turn on automatically when you enter the room. If not, touch the crescent moon logo located in the lower left corner of the screen's white bezel.
3. Log onto the computer. You may need to select "Other User" to enter your logon credentials.
4. If using a FIFINE USB or Samson USB microphone for recording, plug the USB receiver into the small USB device located below the desk monitor or into a USB slot on the Dell computer. Make sure the correct microphone is being used in Zoom or Panopto. The device name should say "USB PnP Audio Device" for FIFINE and "Samson..." for Samson.
5. The audience web camera is connected to the desktop computer and can only be accessed by the desktop computer.
6. If needing to use the ELMO document camera, power it on with the power button and extend the camera to a horizontal position. The software needed to access the ELMO is called ImageMate and is located on the Windows Desktop.
7. **Laptop Use** instead of the desktop computer
 - Plug the provided laptop HDMI cable into the laptop. If you do not have an HDMI port on your laptop, please contact the SNR Academic Programs office in 124 ABNR for a converter cable to use temporarily.
8. **DO NOT unplug any of the in-room cables from where they are currently located.**

If any of the devices are not working, leave everything plugged in and turned on and then RESTART the computer. If the SMART Interactive display needs restarting, hold down the CRESCENT MOON located in the lower left corner of the screen's white bezel for 10 seconds.

Using the SMART interactive display (Up to 8 finger touch points and 2 pen touch points)

1. **If only using the WhiteBoard portion**, touch the icon on the screen under Favorites that says "kapp Whiteboard" and pick up a pen to start writing. You can change the color and line size of the pen stroke by tapping on the pen icon with the pen located on the left side of the screen. Erase with the back of the pen or the flat palm of your hand. For more whiteboard space, pan to the right by touching the screen with a single finger and dragging to the left. If you would like to export your whiteboard work to a PDF file, please contact Greg. This can be done later as the work will be saved on the SMART display's internal storage.
2. **If using the Windows desktop** for teaching, do not touch the input icon located on the screen, but touch the INPUT button located on the lower left corner of the screen's white bezel. Keep tapping the button until "DisplayPort" is highlighted. You can then interact with the Windows desktop using the screen as you would on a smartphone. If you would like to whiteboard during a PowerPoint, just insert some blank slides into your presentation and use those as your whiteboard. You can then save all of your markup at the conclusion of your presentation. To return to the SMART display's main screen or Whiteboard, touch the INPUT button until "OPS HDMI" is highlighted.
3. **If using an external laptop** for teaching, do not touch the input icon located on the screen, but touch the INPUT button located on the lower left corner of the screen's white bezel. Keep

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tapping the button until “HDMI 1” is highlighted. Keep in mind the SMART interactive display will not function the same on an external laptop due to the SMART software and drivers not being installed. The display will function more as a TV display. Please contact Greg if you have any questions or how you may be able to use the interactive functionality with your laptop. To return to the SMART display’s main screen or Whiteboard, touch the INPUT button until “OPS HDMI” is highlighted.

Upon leaving the room

- Please remember to log out of the computer (Do Not Shutdown).
- Unplug and return the external laptop HDMI cable if used.
- Power off the ELMO document camera if it was used and return to stored position.
- Carefully wipe off keyboard and mouse with a sanitizing wipe.
- Carefully sanitize pens used on SMART display and return to magnetic pen holder.

If you have difficulty, please contact:

SNR Academic Program Office (124 ABNR): 573-882-7045

Greg Rotert: 573-882-3838

Drew Backues: 573-884-1980

Contact info for CAFNR IT can be found at: <https://mycafnr.missouri.edu/services/cafnr-it/>

Additional information regarding instructional technology and classroom flow in CAFNR-managed classrooms can be located at <https://mycafnr.missouri.edu/> by clicking on the “Renewal” block.