

Anheuser Busch Natural Resources (ABNR) 121 Laboratory 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, press the Power Button located on the lower left-hand side of the SMART display unit.
3. Using the Samsung remote, turn on both supplemental TVs located on the north and south sides of the room. Do NOT turn up the volume on the TVs as there will be a noticeable sound delay. Use the volume buttons on the left side of the SMART display unit or adjust the volume in Windows.
4. Log onto the computer with the wireless keyboard and mouse. You may need to select "Other User" to enter your logon credentials.
5. If using a FIFINE USB or Samson USB microphone for recording, plug the USB receiver 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.
6. The audience web camera is connected to the desktop computer and can only be accessed by the desktop computer.
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 Power Button on the lower left-hand side of the SMART display unit until a swipe message appears on the screen. Then power back on.

Using the SMART interactive display (Up to 20 finger touch points, four pen touch points and two eraser 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 either of the erasers 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, touch the input icon located along the bottom of the SMART display Home screen. 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 Home screen, press the Home (house) button located in the gray oval area between the SMART pens.

3. **If using an external laptop** for teaching, touch the input icon located along the bottom of the SMART display Home screen or the icon named “Laptop” under Favorites. You can then interact with the Windows desktop using the screen as you would on a smartphone. 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 Home screen, press the Home (house) button located in the gray oval area between the SMART pens.

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 both supplemental TVs using the Samsung remote.
- Carefully wipe off keyboard and mouse with a sanitizing wipe.
- Carefully sanitize pen(s) and eraser side(s) (not the soft part) used on the SMART display and return to magnetic holders. You should see lights appear on the pens.

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.