These are some of the items that are covered in this handout.

- ActivSlate
- Global Presenter
- Wireless keyboard/mouse
- Speakers
- Computer
- Data projector
- Interactive Displays
- Extending the desktop
- Computer to play DVD (Power DVD)
- TV Streaming
- Video On Demand
- Document Camera (AverVision 300AF+)

**** Each smart cart may or may not contain the listed components
The Promethean ActivSlates

There are two models that may be part of the technology in the classroom. They are pictured to the right and they work the same with the exception of where the power button is located.

- The 50 has the power button in the upper right hand corner. If you look in that area you will see a small, orange button that you need to hold for two seconds to turn it on and off.

- The 60 has the power button on the bottom of the slate. Just look for the oblong orange button and again hold it for two seconds to turn it on and off.

**** Both boards will shut off after about three minutes of idle time to conserve battery power.

- The ActivHub pictured to the right must be seated in the computers USB port in order for the slate to communicate with the computer. It has a clear coverage of up to 100 meters.

- The hub and slate should be registered and ready to go. Do you see a small green light in the hub? You should see it indicating it is ready for use.

Trouble Shooting

- If you see a small red light in the hub there is a driver issue and the slate will not work. If this happens you will need to put a call into the Helpdesk requesting the drivers be updated on your computer.

- If you have a green light but the slate still does not respond it may not be registered to the hub or you may not have the correct hub in the computer.

Helpful Hints

- On the 60 slate BE VERY CAREFUL when plugging in the Mini-USB to charge the device making sure the end in the slate is correctly aligned.

- Practice using the pen and slate prior to use with students to make sure all is working and to give time to become familiar with its use.

- Remember it goes to sleep quickly so if the LED is blank on the slate press and hold the power button for two seconds to restart the device.
**Global Presenter**

This mouse is ready for use. Look at the descriptors below for each of the needed functions.

- **Laser Pointer**
- **Left Mouse Button**
- **Right Mouse Button**
- **To move forwards or backwards in a presentation**
- **The joy stick controls the pointer on the screen**
- **Will blank the screen when in a Microsoft application.**

*** Make sure all remotes are locked inside the smart cart cabinet before leaving for the day.

**Global Presenter Trouble Shooting**

This device will occasionally stop working after working flawlessly. The first thing to try is unplug the USB receiver in the computer or the docking station. Wait 10 seconds and then plug it back into the USB port. The light will flash red and then green. Try using the presenter again. This usually resolves the issue, if not try the following process.

**Training your Receiver**

Remove the receiver from the USB port, count to 10 and reconnect.
Then press and hold the next button (right arrow) for 10 seconds until the red light around the dial on the presenter turns back on. At the same time the USB receiver light goes from flashing green to solid green to red and then finally back to flashing green.
Test to see if the retraining fixed the problem.
**Interlink Wireless Desktop Suite**

- Both mouse and keyboard have rechargeable batteries. You will need to recharge both as needed. If the mouse or the keyboard is behaving erratically it may be an indication they need to be recharged.
- To charge connect the charging cable to the each one at a time. This is connected to the RF receiver.
- This suite operates using radio frequency and need to be used within 33 ft. of your computer. Once they are connected to the receiver they will stay connected even when they are off. Each piece has a reset button if connection is lost. Press the button and it should reconnect.
- The mouse works best on non-reflective, non-white surfaces.
- The mouse can be used just like your USB mouse to open and close programs etc.
- To use the keyboard open an application like Word or Power Point and begin typing. You may need to click the connect button on the upper right hand side of the keyboard.
- There are 15 Hot Keys at the top. See table below for their use.

<table>
<thead>
<tr>
<th>Hotkey</th>
<th>Function</th>
<th>Hotkey</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search</td>
<td>Opens a Search box in the current Web browser</td>
<td>Refresh</td>
<td>Reloads the current Web page</td>
</tr>
<tr>
<td>Favorites</td>
<td>Opens Microsoft Internet Explorer's Favorites folder.</td>
<td>Mute</td>
<td>Turns off or on any audio output</td>
</tr>
<tr>
<td>Back</td>
<td>Goes to the previous page in your Web browser</td>
<td>Email</td>
<td>Launches the default email application</td>
</tr>
<tr>
<td>Forward</td>
<td>Goes to the next page in your Web browser</td>
<td>Internet</td>
<td>Launches the default Web browser</td>
</tr>
<tr>
<td>Play/Pause</td>
<td>Plays or pauses a video or audio track</td>
<td>Calculator</td>
<td>Launches the default calculator application</td>
</tr>
<tr>
<td>Stop</td>
<td>Stops playing the video or audio track</td>
<td>Suspend</td>
<td>Enables power saving mode</td>
</tr>
<tr>
<td>Next Track</td>
<td>Goes to the next video or audio track</td>
<td>Media Select</td>
<td>Launches the default media player</td>
</tr>
<tr>
<td>Previous Track</td>
<td>Goes to the previous video or audio track</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

![Image of Interlink Wireless Desktop Suite with RF Receiver and Hot Keys]
**New Wireless Keyboard-Logitech K 520**

The keyboard and mouse both have on/off switches to help conserve power. This keyboard and mouse do not have rechargeable batteries. The keyboard has two AA batteries that can last up to three years. The mouse has one AA battery that can last up to a year. This is all based on the use of the keyboard and mouse.

There is a small wireless receiver inserted into one of the computers USB slots that the keyboard and mouse use to communicate with the computer. It has a range of 33 feet.

The full keyboard includes a number pad and some multimedia keys at the top that will operate some of your computers settings.
**Speakers**

The speakers are controlled from the main speaker.

**Trouble Shooting:** No sound? Make sure that the speakers are not muted on the computer. Go down to the Task Bar in the lower right and click on the speaker icon to check.

![Speaker Icon on the Task Bar](image)

**Helpful Hint:** Before starting the computer you may want to check the volume level or it may surprise you and your audience!

The Logitech controller pictured to the right may be found on some smart carts. The speakers themselves are similar to the ones pictured above.

![Logitech Controller](image)

---

**Computer**

It is important that you use the computer that is set up for the smart cart since all the needed software to run the hardware is already loaded. If you have special needs you will need to contact TS for their support.

*** The newer E series laptops do not have the Undock selection in the Start menu. Technology Services recommend that you shut down the computer before you undock the laptop from the cart.
**Data Projector**

The projector is on the cart or mounted on the ceiling and can be operated by using the remote control. See the descriptors below to assist you with understanding its use.

**Important:** Turn on the data projector and leave it on at least 5 minutes or it will shorten the life of the expensive bulb. If you need to hide the screen do not turn it off, use blank screen as stated below. **DO NOT LEAVE THE PROJECTOR ON ANY LENGTH OF TIME WHEN IT IS NOT IN USE.** This too will shorten the life of the bulb. (Pictured below is the remote for the 2400, but the remote for the 4210X is similar.)

**Power Button:** To turn it on press it once. To turn it off press once and you will be prompted to press again for it to shut off.

**The fan will run for 90 seconds after shutting off to cool down.**

**Keystone Adjustments**

**Press Blank Screen to hide the projection. Press it again to show the projection. **Do this only for short term use. The bulb is still in use by blanking the screen and is counting hours against the life of the bulb.**

**Trouble Shooting:**

- Make sure the power light is on the data projector. Is the screen blue?
- You can see the image on the computer, but you cannot see it on the screen. Or you can see it on the screen and not the computer. Try holding down the Fn key on the keyboard and pressing the F8 key one time to see if it will sync to be seen on the screen and the computer. Repeat up to two more times.
- If this does not solve the contact your Media Specialist and as a last resort contact Technology Services at 3501 for help.
Interactive Data Projectors

Many classrooms are now being equipped with Interactive Data Projectors that will turn the average whiteboard into an interactive surface. Using the pen provided with the projector will allow you to interact with your computer on the big screen. The same important facts for all data projectors should be followed here as well.

To charge the pen connect the mini-USB cable that it comes with here and then plug the other end into the USB slot on your computer.

Important…Hold the pen with the mouse up so the pen will work correctly as you write or manipulate on the computer. The pen nib does need to come in contact with the white board surface.

If the calibration is off you will need to make the adjustment by going into your computers display setting and try to find the one that works best for your setup.
**Planner Touch Screen Monitors**

Another possibility for interaction in the classroom is the touch screen monitors that can be controlled by a fingertip or the stylus/pen provided with the monitor. (The pen is located on the side in the lower right hand corner of the monitor.) This monitor does have the capability to be calibrated therefore giving you the closet possible touch points.

**Important**…When using the pen your fingers cannot come in contact with the monitor or it will cause confusion of where you are trying to point.

The monitor is connected via VGA cable to your computer and the touch monitor is either mounted to the smart cart or to a table depending on the mounting bracket provided. There is also a connection made with a USB cable from the monitor to the computer. This also can be set up to display using a data projector using a powered USB splitter. This entire setup will be taken care of by Technology Services so this note is just an FYI.

**Calibration**
With the Monitor connected to the computer and on… Go to Start>Control Panel>Tablet PC Settings>Click the Calibrate Button. Follow the onscreen instructions while using the stylus to tap the crosshair on the screen. There will be four crosshairs and once complete you will be prompted to save the calibration data, select Yes. Close all windows and test the calibration using the stylus or your finger. Repeat this process as needed.

**Sound**
There is a built in speaker in the touch screen monitor. To control the volume you need to open the Menu on the monitor itself and use the menu and buttons to make the needed adjustments. The menu and power button are located on the bottom, center of the monitor.

**Promethean’s ActivInspire and the Touch Monitor**
This is **Important** if you want to use the Pen or Highlighter tools in the software. There is a Dual Mode input setting in ActivInspire that needs to be adjusted in order for the monitor to be able to use the tools mentioned. Go to File>Settings>Dual Mode ActivBoard. In the first drop down called Touch Input Handling select **Full Touch Support**. You will need to close ActivInspire and restart the software before the adjustment will take effect. You do not need to restart your computer.
**Promethean ActivBoard**

One final possibility for interactivity in the classroom is the ActivBoard. This is a full size board that has a ceiling mounted data projector for the image projection. The board itself is NOT to be written on using any markers since it could damage the surface rendering it useless.

There are two possible pen types that are with the board and they cannot be mixed and matched. These pens do not have batteries. For the best results hold the pens with the right mouse button up at all times.

**Calibration**

This board can be calibrated through the Promethean software ActivManager. See the screen shots below and follow the steps included.

1. Click Here First
2. Click the ActivManager
3. Select Calibration and choose Quick or Precision.
4. When you are done it will go back to the program or computer's desktop.
**Extending the Desktop on Windows 7 OS**

- Connect and turn on your projector or place your computer into the docking station if applicable.
- Press the Fn key and F8 key at the same time.
- This window will open and you will select Extend.

![Diagram](image_url)

- Once this is done open the application, start the movie etc. and drag it over to the right and it will be displayed on your screen via the data projector. (You may need to minimize the widow before you can drag it to the right.) Now you are at the desktop on your computer and you can continue working without interrupting the presentation.
- Once you are done just repeat the process and select Duplicate. Now what you see on your computer desktop is also what you will be projecting on your screen.
Playing a DVD with Power DVD

****Many DVDs come with a preinstalled program to run the movie and that will work, but if there are issues run the DVD through Power DVD which is installed on all Dell laptops. Windows Media Player is also a good choice.

- Place the DVD in the drive in the side of the laptop and see what opens. Most DVDs will start automatically as in the case of my example.
- Click on Play when prompted.
- I stopped the movie and the screen to the right will appear. You can resume the movie or restart if needed etc.
- Once the DVD is running see the descriptors below for their use.

This control bar will disappear once you stop moving the mouse. To see it again move the mouse and it should reappear.

The controls will vary based upon the software used to play the video, but the tools are basically the same.
TV Streaming via the Technology Service Portal

- These eight channels are now accessible via the Technology Services Portal and you must be logged into your school account to gain access to the streams.
- Internet Explorer is the only browser that will support the portal.
- Go up to Favorites and drag to select Technology Services Portal that is a favorite on all CCPS computers.
- Click on the Portal Tab at the top of the window.
- In Application Group 2 you will find the button for TV Streaming click there.
- The eight streams will now appear and all you need to do is click on the desired stream and it will start.
**Video Streaming and Video on Demand**

Video on Demand can be found on the Portal in Application Group Two. These are “in house channels” that can be created for each school and can involve multiple shows and episodes as well as live streaming. In the first screen shot below you can see some of the various channels that are in existence at this time. The second shot is showing several FES shows and the FES Stream that could be for a bird house camera etc. If you click on a show the final screen shots will show you the episodes that are available. Click and the episode will begin playing inside the window that is very similar to the one used for the TV Streaming. Use the controls at the bottom of the video like you would in other applications.
Document Camera

**** Not all the carts are designed like the one pictured.
- The document camera is stored inside the cart and there is a clip that needs to be released before the shelf can be extended and used.
- Press the clip and carefully extend the document camera shelf fully.
- Carefully lift the arm so the light switches are seen from the front of the cart. It is now ready for use.
- Double click on the A+ document camera software on the computer’s desktop.
- Turn on the document camera’s lights on the arm. It is best to push the switch all the way to the left so you have the light and the alignment dots. (four red dots that help you align what you are displaying)
- Make sure you have the data projector on so the display can be seen.
- Place the object you want displayed within the red dots.
- Press autofocus and it should clear the image.
- See descriptors below for their basic use of the document camera.

*** Turn lights off at the end of the session. Push the switch all the way to the right to do this.
The Document Camera and the A+ Interactive Software...
This A+ software is not loaded on all computers and it may need to be a Helpdesk request to load version 1.7.

- Open the A+ Software on the desktop of your computer.

- The screen to the right is the default screen you’ll see once you open the software.

- The screen below is showing all needed tool bars. To locate these go to the Menu Bar, find Windows and drag to select the needed tools.

***Helpful hints:
- The menu bar appears only if you hover over top of it.
- If you double click on the white area of the page all the tools will disappear. To restore them double click again and they will return.
**Tool Bar**

****As you make different selections in the Tool Bar the Option and Property Panels will change to reflect your selection adding functionality.

1. **Freehand** - change color and line thickness etc.
2. **Line** - lines, arrows and thickness
3. **Eraser** – erase small portions up to clearing entire page
4. **Text** – all formatting needs
5. **Move Tool** – the capability to move all that has been created on the page/pages. Also has a spotlight and screen visor feature here.
6. **Shape** – open and solid shapes
7. **A+ Capture** – single or multiple screen shots saved in a jpeg format. You will need to set up the save location before capturing data each time you start the Aver+ program.
8. **Special Tools** – math related tools like cubes, tangrams, timers and others. There are two virtual keyboards here as well.
9. **A+ Record** – records all actions and sound that take place on the computer and saves it as a video clip. You must select a save location and name before recording.
10. **Avervision Document Camera** – This is where you will find the controls for the camera like auto focus, freeze frame, zooms etc. [Click here if you ever lose the document camera display on the monitor.]
11. **GRS** (AverPen)
12. **Multiple Input** (AverPen)

****This is just an overview of the general tools and it is recommended that you explore all in greater detail before classroom use. Remember as you make tool selections the options and property panels will change to reflect those selections.