



Dean Alexander Moot Courtroom

Using your laptop:

- Connect the cable on the lectern to your laptop (Connect audio wire to green headphone jack on laptop if you need sound)
- On the Control Panel:
 - **Hit Begin**
 - **Lectern Location** – Select **CENTER**
 - **Display Power** – Select **Projector ON** (if you are projecting on the big screen) Otherwise, select the screen(s) that you want to use.
 - **Projection Screen** – Select **DOWN** (if you are projecting on the big screen)
 - **Lights** – Select what works for you
 - **Shades** – Select **CLOSE** Rear and/or Front Shades and/or Skylights as desired
 - **Display Source** – Select **LECTERN LAPTOP**
 - On your laptop, press **FN+F7** and select 1024x768 to project your Thinkpad onto the screen
 - If you are using PowerPoint, select **F5** to start the slideshow and **ESC** to end.
 - If you have sound, move **Source Volume** on the Control Panel **UP** or **DOWN** as desired.
- When finished, select **SYSTEM SHUTDOWN**



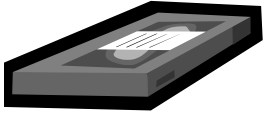
Using the Samsung Document Camera:

- Open drawer on the side of the lectern and pull out the Document Camera
- Move Camera Arm down until it locks and Rotate Camera so that the lens is facing down and remove lens cap.
- Open Right and Left Camera Arms out until they lock
- Turn on (use button on the lower left corner)
- On the Control Panel:
 - **Hit Begin**
 - **Lectern Location** – Select **CENTER**
 - **Power Display** – Select **Projector ON** (if you are projecting on the big screen) Otherwise select the screen(s) that you want to use.
 - **Projection Screen** – Select **DOWN** (if you are projecting on the big screen)
 - **Lights** – Select what works for you
 - **Shades** – Select **CLOSE** Rear and/or Front Shades and/or Skylights as desired
 - **Display Source** – Select **DOCUMENT CAMERA**
 - Place book or paper on the Document Camera, use **ZOOM** as desired.
- When finished, select **SYSTEM SHUTDOWN**.
- Turn off Document Camera, Replace lens cap.
- Rotate lens until words Samsung is on top, move camera arm down and left and right arms down to the main base.
- Close Drawer




Using Both the Laptop and the Document Camera:

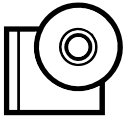
- Following directions for using the Laptop and the Document Camera
- On the Control Panel **Display Source**, Select **LECTERN LAPTOP** to display laptop and select **Document Camera** to display Document Camera.

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Playing a VHS Tape:

- Insert your VHS tape into the VHS/DVD combo unit in the cabinet of the lectern
- On the Control Panel:
 - Hit **Begin**
 - **Lectern Location** – Select **CENTER**
 - **Display Power** – Select **Projector ON** (if you are projecting on the big screen) Otherwise, select the screen(s) that you want to use.
 - **Projection Screen** – Select **DOWN** (if you are projecting on the big screen)
 - **Lights** – Select what works for you
 - **Shades** – Select **CLOSE** Rear and/or Front Shades and/or Skylights as desired
 - **Display Source** – Select **VHS**
 - **VHS/DVD Controls** - Press **POWER** button on the right (to turn the unit on)
 - Press  to begin
 - Press  to rewind
 - Press  to stop
 - Move **Source Volume** on the Control Panel UP or DOWN as desired.
- Press **VHS** button on the unit in the lectern cabinet to eject VHS tape.
- When finished, select **SYSTEM SHUTDOWN**



Playing a DVD:

- Press **DVD button** on the VHS/DVD unit in the lectern cabinet to insert DVD and press DVD button again to close the drawer.
- On the Control Panel:
 - Hit **Begin**
 - **Lectern Location** – Select **CENTER**
 - **Display Power** – Select **Projector ON** (if you are projecting on the big screen) Otherwise, select the screen(s) that you want to use.
 - **Projection Screen** – Select **DOWN** (if you are projecting on the big screen)
 - **Lights** – Select what works for you
 - **Shades** – Select **CLOSE** Rear and/or Front Shades and/or Skylights as desired
 - **Display Source** – Select **DVD**
 - **VHS/DVD Controls** - Press **POWER** button on the right (to turn the unit on)
 - Press **Menu** button to select what you want to show
 - Move **Source Volume** on the Control Panel UP or DOWN as desired.
- Press **DVD button** on the VHS/DVD unit in the lectern cabinet to remove DVD and press DVD button again to close the drawer
- When finished, select **SYSTEM SHUTDOWN**

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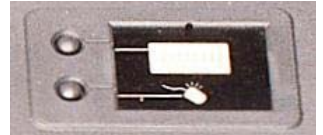
Using the SMART Board:

(SMART board software must be installed on your laptop by CR)

- Connect laptop to USB Cable
- Turn on SMART Board (power button on bottom right)
 - On the Control Panel:
 - Hit **Begin**
 - **Lectern Location** – Select CENTER
 - **Display Source** – Select **SMART Board**
 - **Lights** – Select what works for you
 - **Shades** – Select **CLOSE** Rear and/or Front Shades and/or Skylights as desired
 - On the laptop:
 - Click on SMART Board software icon (Wait for the board to recognize your laptop)
 - Remove colored markers and eraser from the SMART board cabinet and put in correct places on the tray.
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- Press the keyboard and mouse button (bottom right of board) at the same time and follow directions to **orient** the Board to your laptop. It is more accurate to use one of the markers than your finger. (Pull the pen away from the surface straight at 90 degrees)



- Use your fingers to navigate around the board – Double touch to launch programs, Single touch is a Left mouse click, Mouse button on tray allows for a Right Click)
- Use the colored board markers to write on the board and eraser to erase.
- Use the wireless slate (in the cabinet) – see directions below.
- When finished, select **SYSTEM SHUTDOWN** on the Control Panel.
- Put colored markers and eraser back into the board cabinet.

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Using the Wireless Airliner Slate:

(SMART Board software must be installed on your laptop by CR)

- Follow the directions for connecting your laptop to a projection surface.
- Plug the USB Bluetooth adapter into your laptop (The first time you use it, follow directions below ***)
- The cordless mouse works like a traditional mouse when used on the surface of the slate. The tethered pen offers all of the same functions as the mouse, but it also enables you to write or draw in digital ink over your applications.
- The tool strip on the right side of the slate enables you to change pen colors quickly and access the most frequently used features of SMART Board software. The top button returns your pen to a left mouse click, the next five buttons allow you to erase or to change your pen color to black, blue, red or green. With the remaining buttons you can change your next pen touch to a right click, access an On-Screen Keyboard, launch the Capture toolbar or launch the Floating Tools toolbar.
- When finished, plug the slate into the adapter to charge it. (Do not drain the battery – if the power button blinks rapidly, plug slate into adapter to charge right away.)



***Double-click the **Bluetooth icon** on the **bottom right on your desktop**)



In the Bluetooth Devices dialog box, select the **Options** tab, and make sure that the **Turn discovery on** box is checked. Press the **Power** button on the top-left corner of the AirLiner wireless slate, then immediately press the **Connect** button on the underside (under the **Power** button) of the wireless slate. In the Bluetooth Devices dialog box, select the **Devices** tab, and click the **Add** button. The Add Bluetooth Device Wizard will appear. Check the box indicating that your device is set up and ready to be found, and then click **Next**. The AirLiner wireless slate will appear in the list. Double-click on the icon labeled SMART Wireless Slate and follow the on-screen instructions. When you are asked for an authentication code or passkey, select **Don't Use a Passkey** and then click **Next** and you're done.)