Protect Your Equipment!

When A/V equipment and computers are stolen they DO NOT get immediately replaced.

1. **CLOSE DOORS SECURELY** behind you as you leave each classroom.
2. **DO NOT PROP DOORS OPEN** with garbage cans, chairs, or other objects. These make the room a security risk and are a safety hazard.
3. **CLOSE WINDOWS** at the end of the day.
4. **LEAVE NO UNAUTHORIZED PERSON ALONE IN ANY CLASSROOM** - No students without a professor should be allowed in any classroom.
5. **REPORT ANY SUSPICIOUS ACTIVITY IMMEDIATELY** to the Campus Police (ext. 1295)

When we all pitch in, we all win!

For additional assistance please contact the ITTS Media Technician at ext. 2123 or the ITTS Helpdesk at ext. 2085.

If you notice a problem with one of the rooms please fill out a FootPrints work order at:

https://helpdesk.uncfsu.edu/footprints/
**For Your Information**

- **WHERE THE SMART START CENTER CAN BE FOUND...**
  If the SMART Start Center does not load when you log in, double-click the SMART Board Icon in the lower right of your screen.

- **YOU CAN WRITE ON THE MONITOR!...**
  There’s no need to interrupt class to raise the screen to write on the chalkboard or whiteboard, simply highlight and note-take on the monitor!

- **TO HOOK UP YOUR PERSONAL LAPTOP...**
  You must bring your own VGA cable. Connect your laptop to the control panel via the bottom black “Audio” and “VGA” ports. To project an image from your laptop through the projector, have the projector “on” and “Computer” selected as the input, and use the following keystrokes: *Scroll Lock, Scroll Lock, 2.* To return to the main PC use the following keystrokes: *Scroll Lock, Scroll Lock, 1.*

  **NOTE:** From your laptop you may have to press “Fn” (function key) and either “F3” or “F4” to enable it to send out its display screen.

- **THE DOCUMENT CAMERAS HAVE SPECIAL SOFTWARE...**
  For the ELMO brands the software is *ImageMate* (versions VHI or VHG), and for the Promax the software is *Visual Presenter.* With this software you can save .jpg images, and with the new slim-line Promaxes you can save .avi videos!

- **THE PROJECTORS ARE SET ON AN AUTOMATIC OFF TIMER...**
  After 70 minutes of use they automatically turn off. Please wait 90 seconds to turn the projector on again. This setting saves the bulb life.

- **ALWAYS LEAVE THE COMPUTER ON AFTER YOU HAVE USED IT...**
  simply LOG OUT at the end of each class.

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**SMART Start Center**

- **SMART Notebook**
  Similar to PowerPoint, use Notebook to create presentations that are full of provided clip art, Macromedia Flash objects, graphics and text from a variety of sources. Or open a blank page and take notes with the tethered pen.

- **SMART Recorder**
  Record everything you do on the interactive screen! If you connect a microphone, you can also record a narration of your actions. (.avi format)

- **SMART Video Player**
  Play videos on the interactive screen and write or draw over the video to highlight points during playback.

- **SMART Keyboard**
  An on-screen, touch sensitive keyboard for the occasions in which you need to add text to an application or dialog box.

- **Floating Tools**
  This versatile toolbar, including utilities such as on-screen Pen tools and an area capture button, can float over any open application.

- **SMART Board Control Panel**
  Configure the interactive SMART Board software—change characteristics of the Pen tools and align the Tethered Pen.

- **Start Center Help**
  Searchable Help that answers questions about the Start Center and SMART products.

- **More...**
  Access to other utilities such as Screen Shade, Magnifier, and Spotlight. Can also add or remove buttons from the Start Center.

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**The ITTS SMART Classroom Website**

http://www.uncfsu.edu/itts/smart_classrooms/  
You can sign up for a personal demo and how-to of the Smart Equipment on the Smart Classroom Website!