The benefits of teaching in a classroom equipped with a SMART Podium are immeasurable if you are teaching with technology. A SMART Podium provides you, as instructor, with all you need at the touch of a button, and with practically zero set up time, you can easily project video clips, audio, or other common computer files to your students. You can also elect to plug in your own laptop computer if you like. Faculty often do this if they wish to project discipline-specific software files in the SMART classrooms, since discipline-specific software typically isn’t installed on the PC that is permanently setup with the SMART Podium. The following are step-by-step instructions for using a SMART Podium in various ways, including: using the PC built into the podium, connecting your laptop to the podium, or using a flash or thumb drive with the podium.

Instructions for Using the SMART Podium with the Dell Desktop PC

1. Turn on all the equipment in the podium. Newer podiums are generally already on…

   TIP: If you can’t get a piece of equipment to turn on, try turning on all power buttons.

2. If it is not already on, turn the Computer Projector on by pushing down on the Display Power button on the podium console.

   NOTE: It takes several minutes to warm up the projector lamp. Please push button down firmly once, and then wait a moment to see if a blue light starts to glow on the projector in the ceiling. If it does, then you have successfully turned it on. If not, try again.
3. Select the source of your projected image (e.g., VCR, Local PC, Laptop, etc.) by selecting the corresponding button on the podium console face. This will ‘send’ the image to the projector screen. All buttons are clearly labeled by name. In some classrooms, the buttons needed most often by instructors are highlighted with green tape.
   - **DVD**/if you plan to connect your own computer)
   - **Auto-Image** (this will automatically find the source for you, but also fine tune the projected image)

![Selecting the Image Source on the Podium Console](image)

4. Pull out the keyboard tray, and then slide out the built-in mouse tray.

![Pulling out the Mouse Tray](image)

5. Some SMART Podiums have a separate audio switcher located inside of the podium cabinet. If so, you will need to select your audio source in addition to the image source.

![Selecting Audio Source (older podiums)](image)

**Audio Sources**
- VCR/DVD
- None
- CD
- Laptop
- PC
6. **OPTIONAL:** If required, insert your VHS tape, DVD, etc. into the appropriate playback equipment. Press play and then check the projector screen to see if the image appears. Adjust audio as needed, using the volume control knob on the podium console face. If the volume is all the way up and you aren’t getting enough volume, check the volume controls inside the podium cabinet. In some classrooms, the volume controls inside the cabinet are set to the preset levels (marked with white dots). If so, adjust the volume knobs to these marks, and then adjust the volume control on the podium again.

7. Use the Display Power button to turn off projector when your class has ended, as projector bulbs are costly!

   *NOTE:* *It takes several minutes for podium console to power down. Also, if you do power down the projector, you may have to wait a few minutes before powering up again.*

### Instructions for Connecting and Projecting a Laptop Computer

1. Turn on equipment in the podium (see page one for details).

2. If it is not already on, turn the computer projector on by pushing down on the **Display Power** button on the podium console.

3. Connect the VGA cable to the back of your laptop. This cable should be attached to the podium console face (see illustration on page 1). It has an attached audio cable as well. If you are using audio in your presentation, be sure to connect the audio cable to your laptop.

4. Be sure the other end of the VGA cable (and audio cable) is connected to the console.
5. Plug in laptop power cable to the podium AC outlet (or wall).

6. Connect to the Internet by connecting one end of an Internet cable to the port on the back of your PC and the other end to the podium Internet port.

   NOTE: It helps to have your own Internet cable handy in case there isn’t one in the lab.

Instructions for connecting Windows XP wirelessly can be found at:
http://uhaweb.hartford.edu/www/HowTos/CiscoWirelessXP/CiscoWirelessXP.htm or, for MACs, at the end of this document.

7. Turn on your laptop. It is recommended you turn on the laptop after you connect it to the podium.

8. Select Laptop as your source (see figure below) and open the file you need on your laptop.

9. If your laptop is connected and on, but no image is appearing on the projector screen, you may have to toggle a laptop function key to send image to the projector. On a Hawk Laptop PC (e.g., the IBM Thinkpad T30, etc.) this is done by pressing down the function key and the F8 key. The key varies from laptop to laptop, so be sure to read your laptop instruction manual prior to connecting your laptop in the lab.

   NOTE: When disconnecting your laptop at the end of class, first power down the computer projector and then disconnect and turn off your laptop.

   TIP: If you are presenting a PowerPoint presentation during class, be sure to insert on blank slide at the end of the presentation. That way, you have a black screen projected at the end rather than the PowerPoint software, which tends to distract students. You can always bring up a black screen at any time during a presentation by pressing the ‘B’ key on your keyboard.
Instructions for Using the SMART Podium – Thumb Drive/Flash Drive

If all you need to do is show a PowerPoint presentation in class, your best bet is to save the presentation to a thumb drive and bring the thumb drive with you. You can connect the thumb drive to the SMART podium computer using the USB port.

1. Turn on all the equipment in the podium and select Local PC as your image source.
2. Plug your flash drive into the USB port of the Dell Desktop Computer, or in the USB port on the podium itself if there is one. The USB drives are all USB 1.0/2.0 compatible in General Classrooms.
3. Find the file you need by left clicking on the desktop icon labeled My Computer and selecting the drive labeled Removable Drive (on a MAC it might say No Name). This is your flashdrive.

Using a Wireless Presenter Mouse

Most instructors do not like being ‘tethered’ to the Podium. While there are several tablet options which can ‘untether’ you, if usually use PowerPoint in class, it is recommended that you purchase a wireless presenter mouse. This is a small remote which allows you to forward PowerPoint slides or use a laser pointer from anywhere in the classroom. The presenter mouse has two parts: the remote and a USB connector. Simply plug the USB in and you are ready to go!

Troubleshooting

Question: I can see my computer screen, but it is not being sent to the projector screen, although Laptop is selected as the source - why?
Answer: You may need to use a keyboard toggle. If you are using a Hawk PC laptop, hold down function and F8. The specific toggle key varies computer to computer. You might also check to make sure your screen display resolution is set to 1024 x 768 pixels. To check, go to Start Menu ➔ Settings ➔ Control Panel ➔ Display.
Question: I am trying to use the Dell PC, but all I can see is a blue screen projected. Why?
Answer: Make sure you have selected Local PC as your source on the podium console face.

Question: Why does the audio sound funny coming through the speakers, as though it isn’t in stereo?
Answer: It may be a mismatched audio connector. Both your laptop and the podium input must be stereo. Try pulling audio connector out of your computer a tiny bit – or make sure that it is plugged in completely.

Question: Why am I not getting any audio?
Answer: You probably need to check the volume control on the podium console face. If it is already turned up, try adjusting the volume control inside the podium cabinet.

If You Need Assistance...

- For general classrooms, contact MTS to see if they are available to assist you:
  Media Technology Services, 768-4662, HLG111

- For non-general classrooms, contact the computer support specialist for your school or college.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)
FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology-related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty wishing to use the lab may contact FCLD.
Phone: (860) 768-4661  Email: fcld@hartford.edu
Website: http://www.hartford.edu/fcld

Office of Technology Services (OTS) Help Desk
For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner, campus Facebook).
Phone: 768-4357 (on campus) or (844) 292-3213 (off campus)
Email: ots@hartford.edu Website: http://hartford.edu/ots
Student Blackboard Support: (860) 515-3742 or http://www.hartford.edu/studentbbsupport