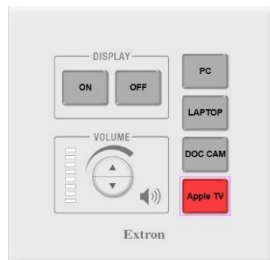**H-239** is equipped with a computer, projector, document camera, Apple TV and A/V system with sound. The projection surface is also a whiteboard and can be written on using dry erase markers.

- The **computer** is located on the wall mounted adjustable instructor station.
- If the computer screen is blank, move the mouse to wake it up. If it does not respond, press the power button located on the front of the computer.
- Log in by typing your network name and password.
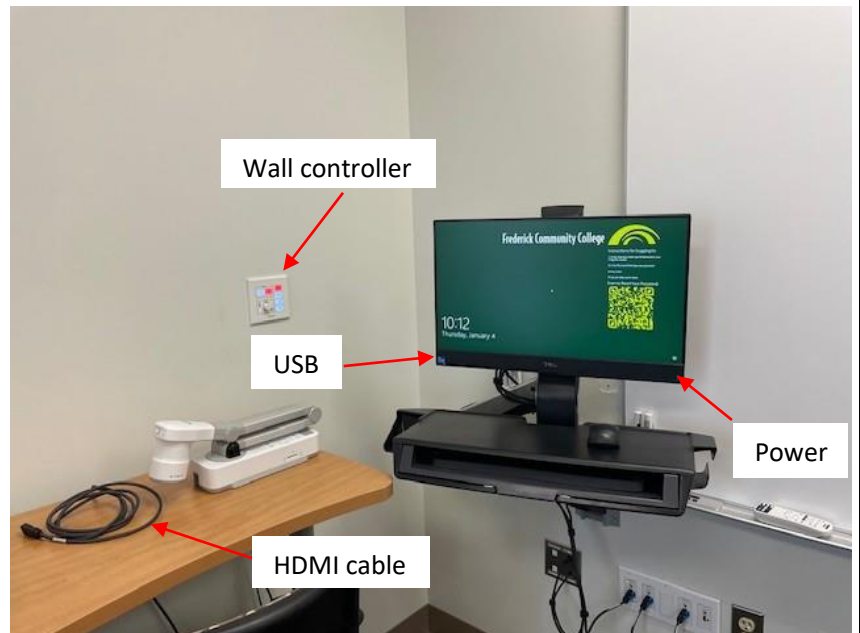- **REMEMBER TO LOG OUT WHEN YOU ARE FINISHED.**

The controls for the **projector power**, **volume** and **input source** are located on the wall to the left of the wall mounted instructor station.

If you wish to connect other devices to the projector, use the HDMI cable at the station and press the **Laptop** button on the controller. Adapters for most model laptops are attached to the HDMI cable.

The wall mounted instructor station can be adjusted to your desired height and position.

Additional **USB ports** can be located on the left side of the computer screen.

Additional instructions on how to use the document camera for Zoom or Teams meeting can be found on a separate instruction sheet.
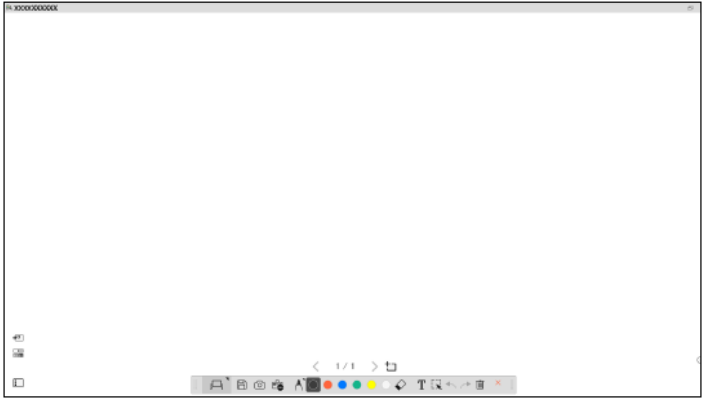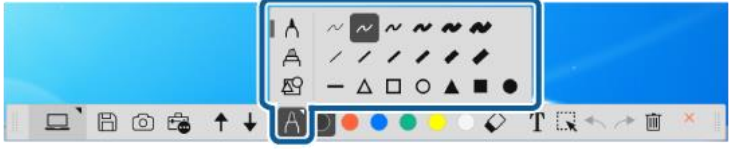
Instructions on how to use the Interactive whiteboard features are on the reverse side.

If you require any software or hardware that is not installed in this classroom, please contact your office manager.

For immediate technical assistance, please call the **I.T. Service desk at X3333** from a campus phone or the red help phone in your classroom or by calling **301.846.2509.**

For any non-urgent issues, please submit a ticket using the desktop icon or (**https://servicedesk.frederick.edu**) using your FCC username and password.

Updated January 2024

INTERACTIVE PROJECTOR GUIDE (EASY INTERACTIVE TOOLS SOFTWARE) FOR THE NEW LASER PROJECTORS

Start Easy interactive tools by clicking the icon on your desktop.	
A plain window and toolbar will open. This is Whiteboard Mode. It allows you to display and draw on a plain screen like a white board	
Toolbar functions To access Annotation mode (which allows you to draw on top of existing screen content), or Mouse mode (which allows you to control the screen with the special pens), click the Mode button on the toolbar.	
Pen options Select [icon] to select pen type, thickness, or shape.	
Select the color of the pen or the shape you are using on the toolbar.	

To erase drawings, select one of the following tools from the toolbar: • ⬦ allows you to use the interactive pen or your finger (if supported) as an eraser. • 🗑 erases all of the current drawings.	

| **Saving the Screens to a File**

1. Select 💾 from the toolbar. Select the save location, file name, and the file format. | **Using the Software with a Document Camera**

1. Click the 🧰 > 📷 on the toolbar.
2. Select the document camera from which you want to project from the displayed list.

You see the image projected from the document camera on the Camera screen.

3. Draw on the images projected from the document camera. |

Mouse Operations
Allows you to operate the computer from the projected image. You can use the interactive pen to perform operations such as click, right-click, and drag and drop.

Exiting the Easy Interactive Tools Software
You can exit the Easy Interactive Tools software using one of the following methods:

• Click ✕ on the toolbar.

• Windows: Right-click 🖱 on the task tray and click Exit.

For more information, click on the Settings icon on the Easy Interactive Tools Toolbar	🧰