

# Getting Started



## Start Screen


The default screen for the Technology Enhanced Classroom (TEC) system is the Windows® desktop of the system's built-in PC. Use the PC connected to the system as you would a normal computer.

For security purposes, the TEC computer has been protected with Faronics Deep Freeze software. All documents, settings, or newly installed applications will be erased from the computer after it is logged out or restarted. When you are done using the TEC computer, please save your files using a flash drive, by uploading them to Google Docs, or sending them as an email attachment to yourself. If you have any questions, please contact the ITS Service Desk at 216.368.HELP (4357) for assistance.

# Using the Annotation Feature

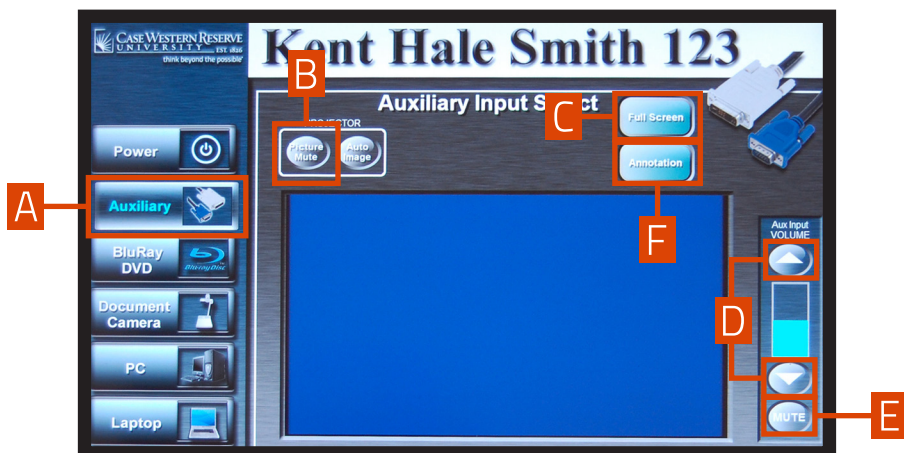


## Annotation Screen

- 1 Touch the Annotation button in the upper-right corner of the TEC display to draw or write over the connected device's display or a chalkboard background. 
- 2 Write or draw by dragging your finger on the touch display. Change the line width between small, medium, and large by touching the appropriate options at the top of the screen [A].
- 3 To erase what you have drawn or written on the screen, touch the **Eraser** option [C] and drag your finger across what you want to erase. Clear all annotations by touching the **Clear All** button [D].
- 4 Change the color of the line drawn by touching the color swatches at the top of the screen [B]. Toggle the background display from the chalkboard to the image from the connected device by touching the **Chalk Board** button [E]. To exit the annotation screen, touch the red "X" labeled **Close** [F].

For problems with this equipment please call 216.368.HELP (4357)

# Using Non-TEC Equipment



Select the **Auxiliary** [A] button if you are using (1) equipment such as a digital camcorder or video game console or (2) VCRs available via special request. The images from the auxiliary device will be displayed on the screen.

If you have requested a VCR, the VCR will be controlled using the buttons located on the unit.

## To prevent the picture from displaying on the screen:

- 1 Touch the **Picture Mute** [B] button to prevent the image from displaying on the screen.
- 2 Touch **Picture Mute** [B] button again to resume displaying the image.

## To make the picture full-screen on the TEC display:

- 1 Touch the **Full Screen** button [C] to make the image from the connected device display full-screen on the TEC display.
- 2 Touch **anywhere** on the TEC display to bring back the TEC menu.

[more instructions on back](#)

For problems with this piece of equipment, please call 216.368.HELP (4357)

# Using Non-TEC Equipment

## To adjust the volume:

- 1 Touch the **up arrow** and **down arrow** buttons **[D]** to adjust the volume of the TEC system.
- 2 To mute the volume, touch the **MUTE** button **[E]**. Touch **MUTE** again to unmute the volume.

## To annotate over the display picture:

- 1 Touch the **Annotation** button **[F]** to enter a mode where you can annotate (draw or write) over the image displayed or a chalkboard background.

- 2 Write or draw by dragging your finger on the touch display. Change the line width between small, medium, and large by touching the appropriate options at the top of the screen.



- 3 To erase what you have drawn or written on the screen by touch the **Eraser** option and drag your finger across what you want to erase. Clear all annotations by touching the **Clear All** button.



- 4 Change the color of the line drawn by touching the color swatches at the top of the screen. Toggle the background display from the chalkboard to the image from the connected device by touching the **Chalk Board** button.



# Using the BluRay DVD Player



To use the Blu-Ray player, select the Blu-Ray/DVD option [A]. It is capable of playing regular DVDs and high-definition Blu-Ray discs.

To insert a DVD or Blu-Ray disc push the open/close button [H]. The disc's menu will appear on the TEC display and on the projector. The player can be controlled either with the buttons at the top of the TEC display [G], on the Blu-Ray player, or on the remote control.

## To prevent the picture from displaying on the screen:

- 1 Touch the **Picture Mute** [B] button to prevent the image from displaying on the projector.
- 2 Touch **Picture Mute** [B] again to resume displaying the image.

## To adjust the volume:

- 1 Touch the **UP** arrow and **DOWN** arrow buttons [D] to adjust the volume of the TEC system.
- 2 To mute the volume, touch the **MUTE** button [E]. Touch **MUTE** again to unmute the volume.

[more instructions on back](#)

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# Using the BluRay DVD Player

To make the picture full screen on the TEC display:

- 1 Touch the **Full Screen** button **[C]** to make the image from the connected device display full screen on the TEC display.
- 2 Touch **anywhere** on the TEC display to bring back the TEC menu.

To annotate over the display picture:

- 1 Touch the **Annotation** button **[F]** to enter a mode where you can annotate (draw or write) over the image displayed or a chalkboard background.

- 2 Write or draw by dragging your finger on the touch display. Change the line width between small, medium, and large by touching the appropriate options at the top of the screen.



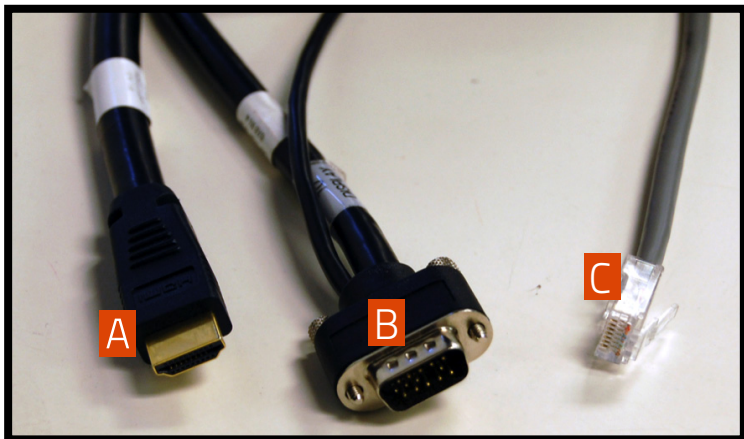
- 3 To erase what you have drawn or written on the screen, touch the **Eraser** option and drag your finger across what you want to erase. Clear all annotations by touching the **Clear All** button.



- 4 Change the color of the line drawn by touching the color swatches at the top of the screen. Toggle the background display from the chalkboard to the image from the BluRay/DVD Player by touching the **Chalk Board** button.



# Connectors



## Connectors

**A HDMI connector.** If your laptop has a High-Definition Multimedia Interface (HDMI) make sure that the HDMI IN is not separated. Press the Laptop button and select the Laptop HDMI IN option that will appear.

**B VGA connector.** If your laptop has a VGA port, connect it to the TEC system with this cable. Press the Laptop button and select the Laptop VGA IN option that will appear.

**C Ethernet cable.** Plug this cable into your laptop to connect it to the CWRU wired network. Please note that in order to make use of the ethernet cable included with the TEC system, your laptop must be registered on the CWRU wired network.

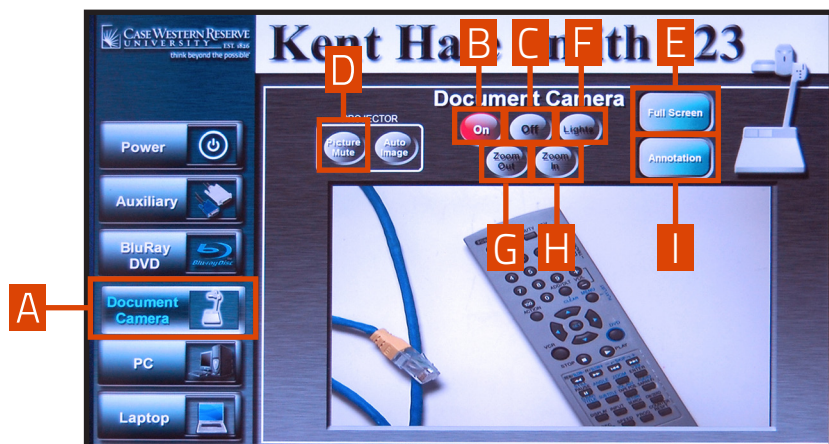
If your laptop is not registered on the network when it is plugged in to the ethernet cable, you will be redirected to [setup.case.edu](http://setup.case.edu) upon opening a web browser. Simply follow the steps on the webpage and your laptop will be registered on the wired network within an hour. If you need assistance with the registration process, please contact the ITS Service Desk at 216.368.HELP (4357).

The TEC system will also work with a laptop that is using a wireless network.

For problems with this equipment, please call 216.368.HELP (4357)



# Using the Document Camera



Select the Document Camera option [A] to use the document camera.

## To turn the document camera ON or OFF:

1 Touch the **ON** [B] button at the top of the screen to turn the document camera on.

2 Touch the **OFF** [C] button at the top of the screen to turn the document camera OFF.

## To prevent the picture from displaying ON the screen:

1 Touch the **Picture Mute** [D] button to prevent the image from displaying ON the screen.

2 Touch **Picture Mute** [D] again to resume displaying the image.

## To control the document camera's light:

Touch the **Light** button [F] to turn the light ON the document camera ON or OFF.

## To zoom in or out in the document camera display:

Touch the **Zoom Out** [G] or **Zoom In** [H] buttons at the top of the TEC display to zoom in or out of the document camera display.

[more instructions on back](#)

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# Using the Document Camera

## To make the picture full screen on the TEC display:

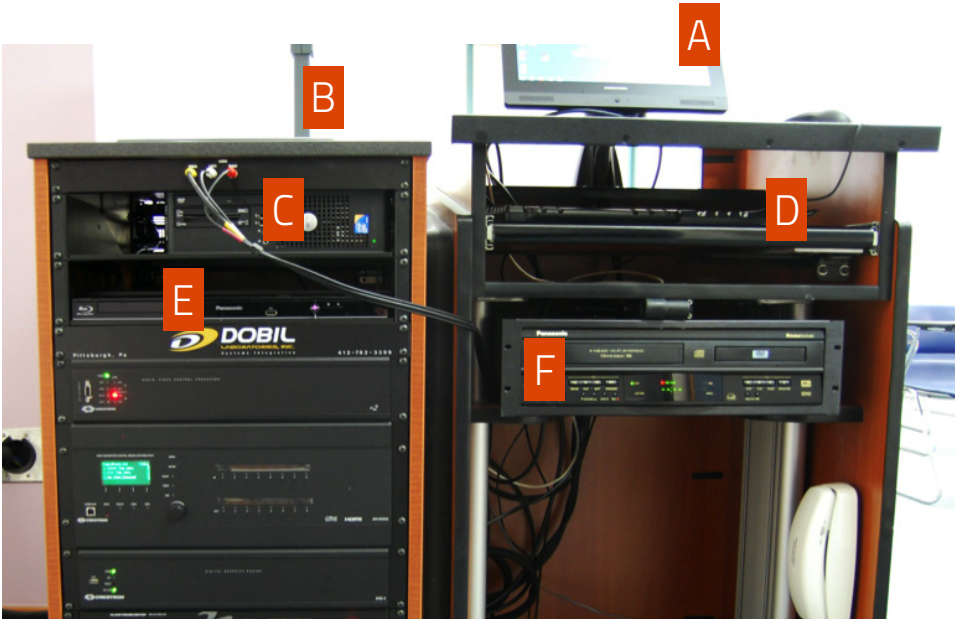
- 1 Touch the **Full Screen** button **[E]** to make the image from the document camera display full screen on the TEC display.
- 2 Touch **anywhere** on the TEC display to bring back the TEC menu.

## To annotate over the display picture:

- 1 Touch the **Annotation** button **[I]** to enter a mode where you can annotate (draw or write) over the image displayed or a chalkboard background.
- 2 Write or draw by dragging your finger on the touch display. Change the line width between small, medium, and large by touching the appropriate options at the top of the screen.
- 3 To erase what you have drawn or written on the screen, touch the **Eraser** option and drag your finger across what you want to erase. Clear all annotations by touching the **Clear All** button.
- 4 Change the color of the line drawn by touching the color swatches at the top of the screen. Toggle the background display from the chalkboard to the image from the document camera by touching the **Chalk Board** button. To exit the annotation screen, touch the red "X" labeled Close.



# TEC Station Equipment

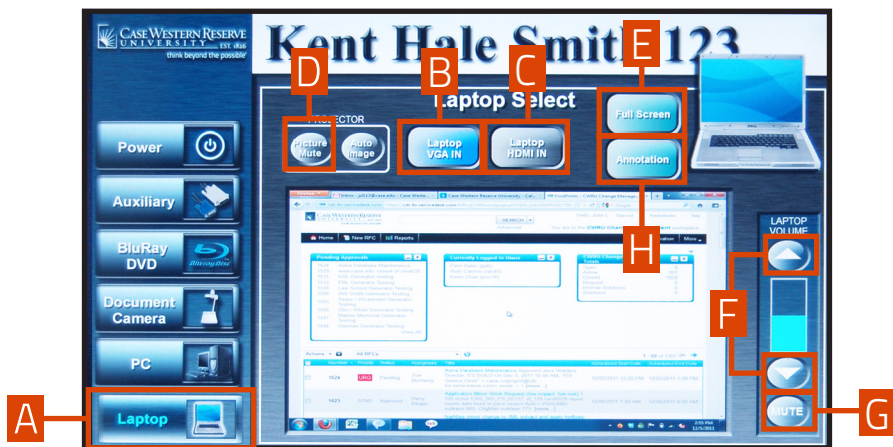


## System Overview

- |   |  |
|---|--|
| <b>A</b> Touch Screen Display   | <b>D</b> Built-in PC                             |
| <b>B</b> Document Camera  | <b>E</b> Blu-Ray/DVD Player                      |
| <b>C</b> RCA jacks<br>(plug into VCR or other<br>auxiliary equipment) | <b>F</b> VCR<br>(only available if<br>requested) |

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# Using Your Laptop



Select the **Laptop** option [A] to display the desktop of a laptop connected to the TEC system with the projector.

Touch **Laptop VGA IN** [B] if your laptop is connected to the VGA cable (the large connector with thumbscrews).

OR

Touch **Laptop HDMI IN** [C] if your laptop is connected to the HDMI cable (the small connector without thumbscrews).

## To prevent the Laptop from displaying on the projector:

1 Touch the **Picture Mute** [D] button to prevent the image from displaying on the projector.

2 Touch **Picture Mute** [D] again to resume displaying the image.

Please note that in order to use the ethernet cable included with the TEC system, your laptop must be registered on the CWRU wired network. If your laptop is not registered on the network and the ethernet cable is plugged in, you will be redirected to [setup.case.edu](http://setup.case.edu) upon opening a web browser. Simply follow the steps on the webpage and your laptop will be registered within an hour. If you need assistance with the registration process, please contact the ITS Service Desk at 216.368.HELP (4357). The TEC system will also work with a laptop that is using a wireless network.

[more instructions on back](#)

For problems with this equipment, please call 216.368.HELP (4357)

# Using Your Laptop

## To make the picture full screen on the TEC display:

**1** Touch the **Full Screen** button [E] to make the image from the connected device display full screen on the TEC display.

**2** Touch **anywhere** on the TEC display to bring back the TEC menu.

## To adjust the volume:

**1** Touch the **UP arrow** and **DOWN arrow** buttons [F] to adjust the volume of the TEC system.

**2** To mute the volume, touch the **MUTE** button [G]. Touch **MUTE** again to unmute the volume.

## To annotate over the display picture:

**1** Touch the **Annotation** button [H] to enter a mode where you can annotate (draw or write) over the image displayed or a chalkboard background.

**2** Write or draw by dragging your finger on the touch display. Change the line width between small, medium, and large by touching the appropriate options at the top of the screen.



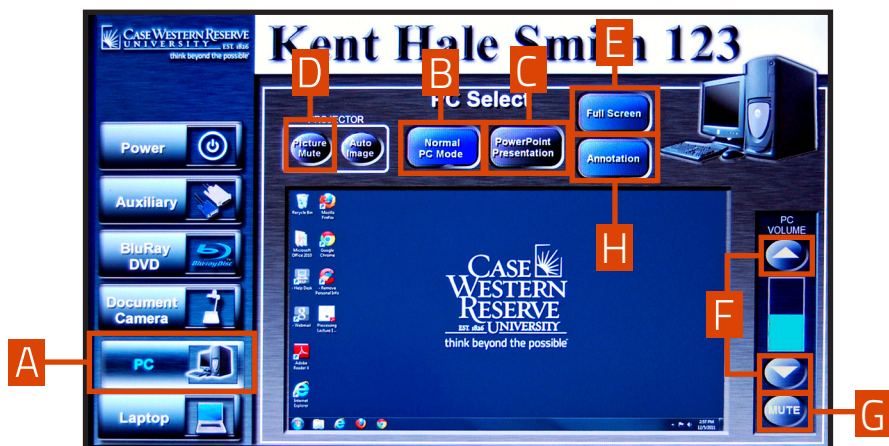
**3** To erase what you have drawn or written on the screen, touch the **Eraser** option and drag your finger across what you want to erase. Clear all annotations by touching the **Clear All** button.



**4** Change the color of the line drawn by touching the color swatches at the top of the screen. Toggle the background display from the chalkboard to the image from the laptop by touching the **Chalk Board** button. To exit the annotation screen, touch the red "X" labeled **Close**.



# Using the TEC Computer



Select the **PC** option [A] to use the TEC system's built-in computer with the projector.

## Display the PC desktop:

Use these settings to display anything on the TEC system's computer. To use PowerPoint™ in the Presenter View, refer to the instructions on the other side. **(Note: The touch screen will not work to perform tasks on the computer such as locating a file or opening an application. Use the mouse instead of the touch screen for tasks such as these.)**

### To prevent the PC from displaying on the screen:

- 1 Touch the **Picture Mute** [D] button to prevent the image from displaying on the projector.
- 2 Touch the **Picture Mute** [D] button again to resume displaying the image.

### To make the picture full screen on the TEC display:

- 1 Touch the **Full Screen** button [E] to make the image from the computer display full screen on the TEC display.
- 2 Touch **anywhere** on the TEC display to bring back the TEC menu.

### To adjust the volume:

- 1 Touch the **UP arrow** and **DOWN arrow** buttons [F] to adjust the volume of the TEC system.
- 2 To mute the volume, touch the **MUTE** button [G]. Touch **MUTE** again to unmute the volume.

more instructions on back

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# Using the TEC Computer

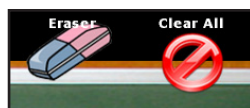
## Display a PowerPoint presentation with Presenter View:

PowerPoint Presenter View allows presenters to have a customized view of the presentation on a separate monitor while the audience views the slide show on a projector.

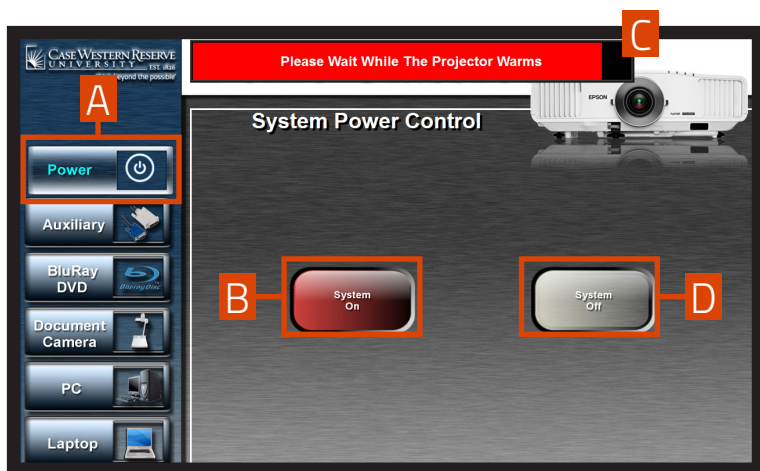
- 1** Touch the **PowerPoint Presentation** button [C] to turn the TEC display's PowerPoint setting on. Touch it again to turn off the PowerPoint setting.
- 2** To activate Presenter View in PowerPoint, click the **Slide Show** tab at the top of the window and check the **Presenter View** checkbox.
- 3** From the **Show On:** drop down menu, choose **Monitor 2 Generic PnP Monitor** (or whichever option is not the Primary Monitor). The Presenter View will appear on the TEC display. Presenter View enables you to see presenter notes or select slides out of order.
- 4** To stop using Presenter View, or if you need to perform other tasks with the TEC display that do not involve PowerPoint, select the **Normal PC Mode** [B] button. In this mode, your PowerPoint presentation slides will be displayed normally on both the projector and the TEC display.

## To annotate over the display picture:

- 1** Touch the **Annotation** button [H] to enter a mode where you can annotate (draw or write) over the image displayed or a chalkboard background.
- 2** Write or draw by dragging your finger on the touch display. Change the line width between small, medium, and large by touching the appropriate options at the top of the screen.
- 3** To erase what you have drawn or written on the screen, touch the **Eraser** option and drag your finger across what you want to erase. Clear all annotations by touching the **Clear All** button.
- 4** Change the color of the line drawn by touching the color swatches at the top of the screen. Toggle the background display from the chalkboard to the image from the computer by touching the **Chalk Board** button. To exit the annotation screen, touch the red "X" labeled Close.



# Turning ON/OFF the Projector



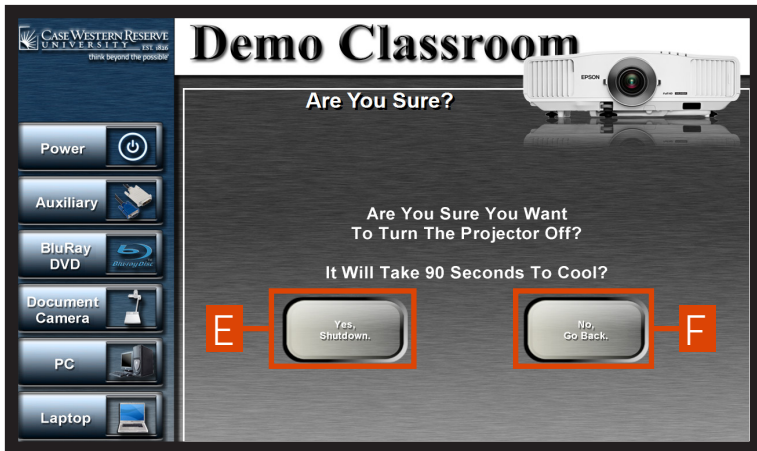
- 1 Touch the **Power** button [A] to turn the overhead projector ON or OFF.
- 2 To turn the projector on, touch the **System ON** button [B].
- 3 Wait for the projector to warm up. A progress bar on the top of the TEC screen will track the progress of the projector as it warms up. [C]
- 4 To turn the projector OFF, touch the **Power OFF** button [A].
- 5 Touch the **System OFF** button [D].

more instructions on back

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equipment please call  
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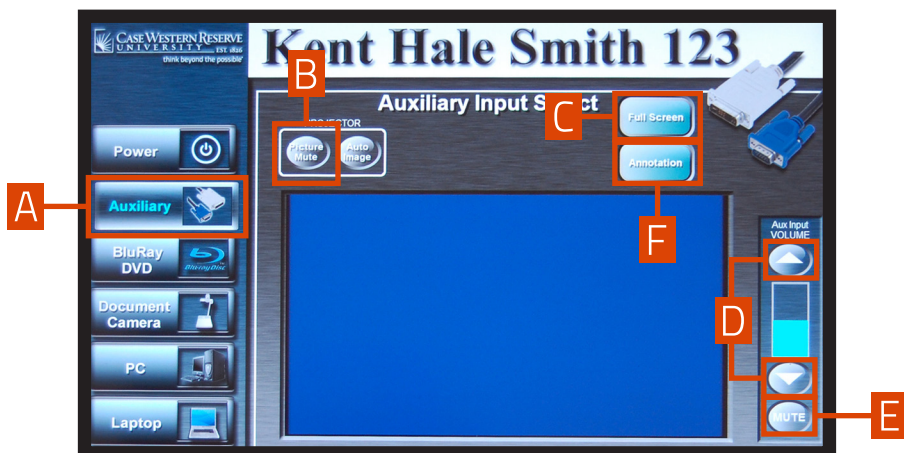
# Turning On/OFF the Projector



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The screen will ask if you are sure you want to power OFF the projector. Touch the **Yes, Shutdown** button [E] to turn the projector OFF, or touch the **No, Go Back** button [F] to leave the projector ON.

# Using Non-TEC Equipment



Select the **Auxiliary** [A] button if you are using (1) equipment such as a digital camcorder or video game console or (2) VCRs available via special request. The images from the auxiliary device will be displayed on the screen.

If you have requested a VCR, the VCR will be controlled using the buttons located on the unit.

## To prevent the picture from displaying on the screen:

- 1 Touch the **Picture Mute** [B] button to prevent the image from displaying on the screen.
- 2 Touch the **Picture Mute** [B] button again to resume displaying the image.

## To make the picture full screen on the TEC display:

- 1 Touch the **Full Screen** button [C] to make the image from the connected device display full screen on the TEC display.
- 2 Touch **anywhere** on the TEC display to bring back the TEC menu.

[more instructions on back](#)

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# Using Non-TEC Equipment

## To adjust the volume:

- 1 Touch the **UP arrow** and **DOWN arrow** buttons **[D]** to adjust the volume of the TEC system.
- 2 To mute the volume, touch the **MUTE** button **[E]**. Touch **MUTE** again to unmute the volume.

## To annotate over the display picture:

- 1 Touch the **Annotation** button **[F]** to enter a mode where you can annotate (draw or write) over the image displayed or a chalkboard background.

- 2 Write or draw by dragging your finger on the touch display. Change the line width between small, medium, and large by touching the appropriate options at the top of the screen.



- 3 To erase what you have drawn or written on the screen, touch the **Eraser** option and drag your finger across what you want to erase. Clear all annotations by touching the **Clear All** button.



- 4 Change the color of the line drawn by touching the color swatches at the top of the screen. Toggle the background display from the chalkboard to the image from the connected device by touching the **Chalk Board** button.

