SMART Teaching Station

Frequently Asked Questions:

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- How Do I Use the Smart Station PC?
- How Do I Use the Data Projector?
- How Do I Use the Document Camera?
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Regent University

The Center for Teaching & Learning

How Do I Log into the Smart Station?

STEP 1: Locate the power button at the top right of the SMART Station podium.

STEP 2: Using your finger, press the button. (Please *do not* use the stylus.)





STEP 3: Using the stylus, tap the *SMART Instructor Workstation* screen

STEP 4: Using the stylus, tap the password and enter.



PLEASE NOTE: If you do not remember the password, please call *Media Services* at 757.226.4105

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How Do I Use the SMART Station PC?

STEP 1: Follow the steps for *How Do I Turn on the SMART Station?*

STEP 2: If the logon prompt is not on the screen, press any key on the keyboard or move the mouse.



STEP 3: Log in as you normally would to your own PC.

PLEASE NOTE: When you are finished using the SMART STATION PC at the end of your class, remember to *log off*.

STEP 4: The software icons are located on the desktop. Use the mouse or stylus to select a program.





STEP 5: You will be logged onto the Regent network so you can access files on the share drive. If you have a thumb/flash drive, you can access those files by plugging the drive into the available USB port cable located on top of the SMART Station console.

PLEASE NOTE:

- Some of the functions in *PowerPoint* are best accessed using the mouse instead of the stylus.
- If you want to use the *Enhanced PowerPoint* system, please refer to the detailed instructions (*SMART Teaching Station Basic Training* document) located in the top drawer of each SMART Teaching Station console.

How Do I Use the Data Projector?

STEP 1: Follow the steps for *How Do I Turn on the SMART Station?* and, if needed, *How Do I Use the SMART Station PC?*

STEP 2: Using the stylus, tap the white *Video Projector* button located at the lower left of the SMART Station screen.





STEP 3: Using the stylus, tap the green **Power On** button located at the bottom left of the SMART Station screen.

STEP 4: if you don't want students to see what you're doing, select the gray **Projector Standby** button located at the bottom of the SMART Station screen.





STEP 5: To resume your presentation, select the white **Projector Resume** button located at the bottom of the SMART Station screen.

STEP 6: To turn off the projector, use the stylus to tap the red **Power Off** button at the bottom left of the SMART Station screen.



How Do I Use the Document Camera (Overhead)?

STEP 1: Follow the steps for *How Do I Turn on the SMARTStation?* and *How Do I Use the Data Projector?*

STEP 2: Using the stylus, tap the button labeled *Doc Cam* at the left of the SMART Station display.





STEP 3: To the right of the station there is a document camera that is usually in the down position. To raise camera, hook your finger in the O/circle and pull upward.



STEP 4: Using the stylus, tap the **Power On** button at the bottom left of the SMART Station display.

STEP 5: Place your document or transparency under the camera. The camera will focus automatically.

NOTE:

- For additional information regarding the Zoom, Focus, Rotate, and other features, please refer to the detailed instruction (SMART Teaching Station Basic Training document) located in the top drawer of each SMART Teaching Station console.
- When you are finished using the *Doc Cam*, use the stylus to tap the *Power Off* button.

How Do I Play a DVD?

STEP 1: Follow the steps for *How Do I Turn on the SMART Station?* and *How Do I Use the Data Projector?*

STEP 2: Locate the DVD player under the SMART console. Press the *Open* button and insert the DVD. Press the *Close* button. **NOTE:** This is all you need to do here; the DVD is completely operated through the SMART monitor.





STEP 3: Using the stylus, tap the **DVD Player** button located on the left side of the SMART monitor.



STEP 4: Use the stylus to activate the DVD controls at the bottom of the screen: **Power ON/OFF** (left of screen), **Play-Stop-Pause** (right of screen), etc.

STEP 5: There are two ways to adjust the sound:

1. Use the stylus (top left, **Volume**)





How Do I Play a VHS tape?

STEP 1: Follow the steps for *How Do I Turn on the SMART Station?* and *How Do I Use the Data Projector?*

STEP 2: Locate the VHS player under the SMART console. Insert the VHS tape. NOTE: This is all you need to do here; the VHS player is completely operated by using the SMART monitor.





STEP 3: Using the stylus, tap the **VHS** button on the SMART monitor.

STEP 4: Use the stylus to activate the VHS controls at the bottom of the screen: **Power ON/OFF** (left of screen), **Play-Stop-Pause** (middle of screen), etc.



STEP 5: There are two ways to adjust the sound:

1. Use the stylus (top left, **Volume**)





What Do I Do When I'm Finished Using the Smart Station?

STEP 1: Make sure that any equipment (e.g., projector, DVD, Doc Cam, etc.) you had been using is powered off. (See bottom left corner of SMART Station screen.)





STEP 2: If applicable, lower the Doc Cam to its original position.

STEP 3: Using the stylus or the mouse, select *Start* and *Logoff* "*Your User."* **PLEASE NOTE:** Do not SHUT DOWN or turn off the PC.





STEP 4: Using the stylus, select *Exit System* at the lower left of the screen.

STEP 5: Using your finger, press the power button on the monitor firmly.

THE SMART STATION IS NOW PROPERLY SHUTDOWN.



PLEASE NOTE: If you have any problems, please call *Media Services* at 757.226.4105