Teaching Pod survival guide

Use the Touch-Panel: don’t use power switches

1. Power
   If the green light of the windows PC is on then you’re ready to use.
   If not turn on the power.

2. Wake up the Pod
   Firmly touch the screen on the Touch-control panel to wake up the Pod and Projector. This will display the Home Screen.

   To display the Home Screen at any time, touch the blue Home Screen button on the left of the screen.

3. To use: The Home screen
   The Touch control panel will control all the functions that you will need.
   The projector will always be on and you will be able to turn it off in between teaching.

   Wake up the Pod
   To display the Home Screen at any time, touch the blue Home Screen button on the left of the screen.

   Projector
   The projector will always be on and you will be able to turn it off in between teaching.

   Touch control panel Home Screen
   Firmly touch the screen on the Touch control panel.

   Wake up the Pod
   To display the Home Screen at any time, touch the blue Home Screen button on the left of the screen.

4. Start Work: Select one of the following options

   To log on to the PC
   1. On the Touch-control panel Home Screen, touch PC
   2. Move the mouse to wake up the PC. If nothing happens you may need to switch on the PC.
   3. Press the CTRL-ALT-DEL keys simultaneously to go to the log-in screen. Type your username and password. This gives access to the web, Moodle and files on your personal drives (u and x).

   To use the Visualiser
   1. Place an object or document on the Visualiser.
   2. On the Touch-control panel Home Screen, touch Visualiser
   3. Controls for the visualiser can be accessed through the visualiser, such as Zoom (+ or -) Focus (Auto is best)

   To connect your Laptop
   Your laptop must be registered to access the web or City’s network. If you have not connected to City before, please contact 0207 040 8181 or it@servicedesk@city.ac.uk

   1. Connect your laptop using the cables found near the Touch-control panel.
   2. On the Touch-control panel Home Screen, touch Laptop - the Laptop display projection screen will appear.
   3. Select Notebook from the menu. A page displays which you can write onto.
   4. Press one of the coloured pen buttons at the top of the Sympodium to go into pen-mode and write on the screen using the Pen. Press the black arrow button to return to mouse-mode.

   To use the Digi Pen and Notebook Software
   1. The Sympodium is the monitor for the Windows PC. The Pen is found in the tray behind the symposium.
   2. On the Touch-control panel, first select PC, select the SMART Board icon on the desktop
   3. Select Notebook from the menu. A page displays which you can write onto.

   To play a DVD or VHS tape or Audio Cassette
   1. Insert the tape or disc into the correct player beneath the Pod desk. All players should be switched on all the time.
   2. On the Touch-control panel, press the DVD or VHS or Audio button to display various controls such as play, stop, fast-forward etc.
   3. Don’t use the players’ own control panels.

   Leaving the Pod
   1. Log off from the PC: Start > Log Off
   2. If there is no-one waiting to use the projector or you are the last person using the Pod for that day, select System Off on the Home Screen.
      Please note: pressing the System Off button will not log the PC off. Please ensure you do this at the PC itself when you have finished.
   3. Ensure you take any USB sticks, discs, videos, etc with you.

   Any problems? Locate the nearby ‘phone and dial 2 or call Service Desk on ext. 8181 - the support team will attempt to help you remotely.