**GETTING CONNECTED**

Connecting your device

Connect the display cable to your device directly if it has a VGA or HDMI port, or use an adapter if you're presenting from a Mac or iPad. Connect the audio cable as well if you intend to play sounds.

Controlling in-room displays

1. Tap Source Select in the main menu on the left.
2. To select a display source: Tap and hold the icon that represents your input source and drag it into the display box. This will automatically turn on the projector/monitor.
3. To swap between display sources: Drag the source icon between two display boxes to swap sources.
4. To blank / turn off a display: Drag the source icon to the trash can. The projector/monitor will turn off in 5 seconds.

Annotation using the SMART board

1. Before you begin, ensure that you have the SMART Ink annotation software installed on your computer. This software can also be installed from the external disk when you connect the USB wire labeled Annotation/WebEx.
2. Connect your device using the VGA or HDMI connector and follow steps 1-2 to display it on a projector.
3. Connect the USB wire labeled Annotation/WebEx.
4. Tap on the smart board.
5. Start the SMART Ink annotation software on your laptop.
6. Tap Enable Annotation beneath the display’s box.
7. Your screen should now be mirrored onto the SMART board, select a tool to start annotating!

Using in-room cameras and microphones

1. Connect the USB cable labeled Annotation/WebEx and audio cable to your laptop to use the built-in cameras and microphones in this room.
2. Select WebEx from the main menu on the left.

WebEx Web Conferencing

3. On Mac: Click on the gear icon at the bottom-right corner of the Participants panel.
4. On Windows: Click on the gear icon at the top-right corner of the Participants panel.

5. In the Video Options window, change Video to the external camera and Audio to the external microphone.

Video Conferencing

1. Tap Source Select. This is the recommended setup for video conferencing:
2. To control what you’re broadcasting to other locations: Tap Video Conf in the main menu on the left, then tap Source in the sub menu at the bottom.
3. Under Video Content, select the source that you want to project to the other location. Select No Content if you wish to send only the camera.
4. Under Camera Select, select whether you want the other location to see the professor-facing camera or the student-facing camera.
5. To dial: Tap Dial in the sub menu at the bottom and enter an IP address. Alternatively, use the phone book to find recently-dialed numbers and numbers for other Cornell locations.

Have questions? Need Help?

Audio-video support:
607-255-5500
itsd@cornell.edu
Panopto lecture capture:
607-255-9760
atc_support@cornell.edu
Additional information online:
http://blogs.cornell.edu/nytechdoc