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For immediate assistance, call A/V Services at

613-533-6744
Project on the whiteboard from up to 2 different sources:
To project instructor laptop, Podium PC, or document camera:

- a) Select device to project to A Source on room control panel
- b) Select device to project to B Source

**NOTES:** Choose the same device in both columns to project to all screens (DVD automatically projects to all screens; further DVD instructions below)

- Only A Source will send audio to the speakers
- Laptop connections for HDMI or Mini DisplayPort
To project a DVD or Blu-ray disc:

After turning on Blu-ray player and inserting disc, select DVD on room control panel to display the DVD controls.

The disc will automatically play on all 4 screens.

To select a different device to project to one of the displays:

a) Select to view the room controls
b) Select the device to project to A Source or B Source. DVD will remain on the other display.

NOTE: Only A Source will send audio to the speakers
Common D201 Pitfalls and How To Avoid Them

1. Students cannot always see each other or the instructor

When you facilitate short group discussions or give mini-lectures, *use the remote slide advancer to increase your mobility and visibility.*

a) Remove the USB wireless receiver from the bottom of the remote

b) Insert the USB receiver into your laptop (if applicable) or into one of the USB ports for the podium PC
c) When finished, replace the USB receiver in the bottom of the remote, and return the unit to the lockbox on the keyboard tray

NOTES: The code for the lockbox is I-T-S on a phone pad (4-8-7)

If you accidentally take the USB receiver home with you, call the friendly AV Services team at 613-533-6744. They will help you return it.
2. Students cannot always hear the instructor or each other

During plenary sessions, the microphones are essential for increasing accessibility. Use the lapel mic for a presenter, and the Catchbox throwable mic for student contributions to discussions.

a) Open front flap of lapel mic to locate the power button

b) Mute/unmute using switch on top of unit
c) When finished, place unit in charging station

NOTE: If you accidentally take the microphone home with you, call the friendly AV Services team at 613-533-6744. They will help you return it.
Catchbox Microphone Instructions

Throw it! You won’t hurt it!

1
Remove the transmitter from the outer cover by twisting the cylinder 90 degrees and pulling upwards.

2
Install two AA batteries into the transmitter and secure them in place with the velcro strap.

Recharge batteries in the charging unit plugged in behind the podium.

3
Place the transmitter into the cover, making sure to align the magnetic locking mechanism so it is secure. Use the visual marks for guidance.

This unit works only in Mac-Corry D-201.
3. Students cannot always see writing on the whiteboard

Students will need to circulate around the room to see each others’ whiteboard work, but the instructor can use a digital whiteboard to project to the whole class.

a) Select PC as A Source (and also B Source, if desired)
b) On the podium PC, open PowerPoint and create a number of blank slides or load previously created slides to annotate
c) Start a slideshow
d) Hover the Epson pen over the bottom left corner of the projected image on the primary A Source display, and select the pen icon to view colour choices and other options

Pictured on the right:
The digital whiteboard on Source A is mirrored for students throughout the class to see.

To show on all 4 displays, select Podium PC on B Source as well.
The toolbar also includes buttons for advancing and reversing slides. As you move through the slide deck, the annotations you make on each slide will remain on that slide.

To save your annotations, press the Esc button on the keyboard to display a dialogue box that asks, “Want to keep your ink annotations?”

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Annotating Slides

It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness, it was the epoch of belief, it was the epoch of incredulity, it was the season of Light, it was the season of Darkness, it was the spring of hope, it was the winter of despair. We had everything before us, we had nothing before us, we were all going direct to Heaven, we were all going direct the other way — in short, the period was so far like the present period, that some of its noisiest authorities insisted on its being received, for good or for evil, in the superlative degree of comparison only.
d) Select “Keep” to exit from the slideshow with annotations intact.

e) Select “File” and “Save As” under a new file name to keep this annotated version of your slides.
## Further Support

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<td>Available M-Th, 8am-8pm</td>
<td>• Can’t find the lapel microphone/accidentally take it when you leave</td>
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<td>Fridays 8am-4pm</td>
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<td>• Support in redesigning your course to integrate more active learning</td>
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<td><a href="mailto:adp3@queensu.ca">adp3@queensu.ca</a></td>
<td>• Feedback on lesson plans and classroom activities</td>
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<td>• Play around with the equipment and try out activities before you try them with your students</td>
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<td>All Winter Term, except Reading Week</td>
<td>• Contact Andrea to join you if you have any questions or would like an audience for your activity</td>
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