

Using the Syndicate Rooms



The Syndicate rooms each contain a laptop computer linked to a large plasma screen, making these rooms ideal for group discussions concerning any projects where Internet access and Microsoft Office software are needed. Syndicate rooms C and D have Smartboard software installed on the laptops and a Smartboard interface attached to the large plasma monitor. This help sheet describes how the Smartboard system can be used to enhance your group discussions as well as explaining how to initially get the systems running. Syndicate rooms A and B have a laptop and large plasma screen without the Smartboard interface. All syndicate rooms are also equipped with a combined Video/DVD player linked to the large screen.

Booking Syndicate Rooms

Syndicate rooms are bookable in advance via the library issue desk. As key holder, you are responsible for the behaviour of your group and for ensuring that the room is kept in good order. Please notify staff immediately if you discover damage or litter or you may be held personally responsible.

The room must be cleared promptly at the end of your period and the door locked when you leave (even if other people are waiting outside).

You are personally responsible for the key that has been issued to you and you will be fined for its late return at the rate of £1.00 for every half hour or part thereof up to a maximum of £30. Loss of a key will incur replacement costs of up to £200 for replacement locks.



The Console and Switching On

You use the console to select the device you wish to use with the plasma screen. Before attempting to use any equipment, ensure that the mains power cables are plugged into the wall and switched on. To use the laptop in conjunction with the screen, switch on the laptop and press the **Display On/Off** and **Computer** buttons on the console so that they become illuminated (picture left). If the large screen fails to show an image, press and hold the **Fn** key on the laptop and then press the **F5** key. Each time the F5 key

is pressed, the system will toggle between the following display settings: **Laptop only**, **Large Screen** and **Laptop Screen** and **Large Screen only**. Syndicate rooms have a wall poster detailing the switch on and screen toggling procedure. A Video/DVD player combined drive is incorporated in the system below the console. To view a video tape or DVD on the screen simply, press the **Video** or **DVD** button on the console. **Volume** controls are also available on the right of the console.

About the Laptop

The laptop uses the Windows Vista operating system. A wireless network card enables communication with the internet. When turned on, the laptop logs on to the library network automatically without the need to enter a Username and Password. Computer printing is not available from the syndicate room laptops, although you can save any files to a USB stick for printing later. Files that you have saved on your network folder on the library network can be downloaded to the laptop using the Netstorage system (a help sheet is available at the first floor help desk). Microsoft Office software is installed along with Acrobat Reader for viewing PDF files. An extra long high quality monitor cable connects the laptop to the plasma screen; please leave this connected as repeated disconnection and reconnection damages the cable's pins, causing poor image quality. The laptop Display Resolution is set at 800 X 600, the optimum setting for the plasma screen. Please do not change this setting. A USB cable connects the Smartboard system to the laptop. For ease of use, a traditional computer mouse is connected to the laptop via a USB connection.

About the Plasma Screen

The large plasma screens in syndicate rooms **C** and **D** are switched on and off by pressing the **Display On/Off** button on the console; there is no other switch. Syndicate rooms **C** and **D** also have the Smartboard system. This makes the screens touch sensitive so you can run an application by tapping its icon twice with a finger rather than double clicking with the mouse. The screen has speakers connected to each side. If you notice a loud hissing sound coming from the speakers, then the volume has been set too high. This is easily remedied by reducing the volume via the console's volume control. The screens in syndicate rooms **A** and **B** do not have the Smartboard interface frame around the sides. This means that they could be switched off using the switch underneath the screen at the bottom left corner. If the screen is not working, then check this switch. This switch should always be left on, as power to the screen is controlled using the **Display On/Off** switch on the console.

Smartboard Pens

At the base of the plasma screen in Syndicate rooms **C** and **D**, you will find four Smartboard pens coloured Black, Blue, Red and Green (picture below). When you remove a pen from its holder, the pen holder's green indicator lights up indicating that the pen is now active. You can now write or draw anywhere on the plasma screen with the pen. You cannot work with two pens out of their holders at the same time. If you write or draw within a Microsoft Office application using a pen, the writing or drawing will not be saved as part of the file, as Microsoft software programs are not Smartboard products. The Smartboard suite of programs is installed, including a word processing package. Any writing or drawing you do within these programs will be saved along with the file, as these programs are specifically designed for use with the Smartboard system.



The Smartboard Pens in their Holders

www.library.dmu.ac.uk

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