

## Classroom Technology Instructions

1. Sound Reinforcement System
  - a. Turn on the main unit (Power button on the right side)
  - b. First two knobs are for the wireless microphones (#1: Wireless and #2 Handheld)
  - c. You can use both microphones **at once**.
  - d. The sound for the computer and the DVR can be adjusted by either the third or the fourth knob
2. To get sound from the classroom speakers, you must have the sound reinforcement system on.
3. To use your computer with your SmartBoard:
  - a. Turn on the SmartBoard by pressing either the power button on the front of the board or the power button on the remote. To choose an input tap "Input" at the bottom of the screen or press the physical button on the front of the board.
  - b. Choose HDMI 1 to display your computer screen
  - c. Choose HDMI 2 to display your AppleTV
4. **Make sure that you turn off the Sound Reinforcement Box and SmartBoard when you leave each day. Please make this a part of your daily routine.**
5. Lock your computer each night (Windows Key + L) and turn off the monitor. **Do not turn off your computer** since updates download each night.
  - a. Check for Windows Updates at least once per week making sure to install any updates when prompted.
6. Apple TVs are installed in all kindergarten and 3<sup>rd</sup>-12<sup>th</sup> classrooms to display content from the teacher or student's iPad. To connect an iPad, click on Screen Mirroring by dragging your finger down on the right of the home screen. Click on your Apple TV from the list (Apple TV then Your Room #). A Code will appear on your SmartBoard to enter on the iPad. Enter the code and your iPad will display.
7. HS Announcements are on the following YouTube Channel:
  - a. BulldogsBridgeport
9. Be careful when browsing the internet and be certain not to download any software from un reputable sources. Also, be aware of phishing scams. These scams often come through in emails that look like advertisements and contain links to malicious software. **If you ever come across anything that looks suspicious or receive any unexpected emails, notify the technology department immediately.**