KC-100 is equipped with a computer, projector, document camera, Blu-Ray player, Apple TV and an Audio/Visual system with sound. The projection surface is also an interactive whiteboard and can be written on using dry erase markers.
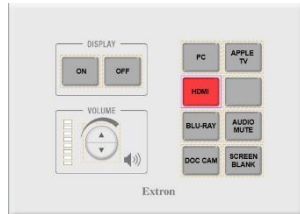
The room is also equipped with a microphone and wall mounted Web camera for virtual meetings.

- The **instructor computer** can be moved for user preference on an adjustable arm.
- If the computer screen is blank, move the mouse to wake it up. If it does not respond, press the power button located on the bottom right side of the computer.
- Log in by typing your network name and password.
- **REMEMBER TO LOG OUT WHEN YOU ARE FINISHED**.

The controls for the **projector power**, **volume** and **input source** are located on the wall behind the instructor console.

If you wish to connect a **laptop** or other device to the projector, use the **HDMI** cable on the console and press the **HDMI** button on the wall controller.
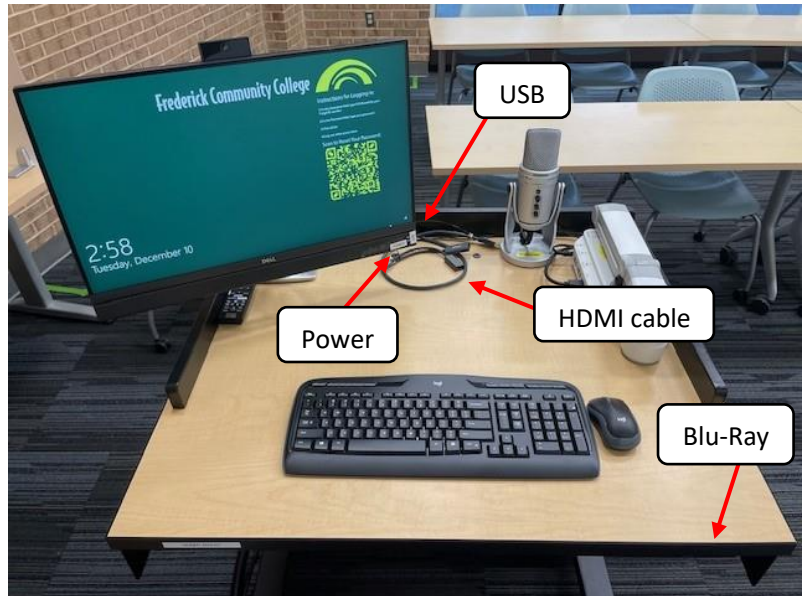Adapters for most Laptop models are also attached to the **HDMI** cable.

Additional **USB ports** are located on the lower right of the computer as well as the back of the computer screen.
The **Blu-Ray** player is located on the underside of the console top opposite height adjustment handle.
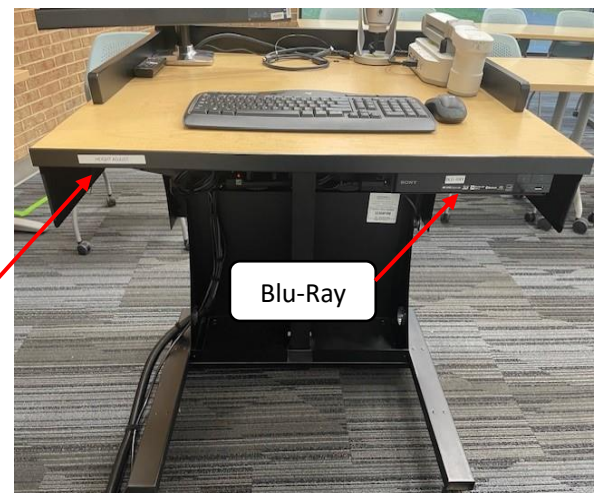
Instructions on how to use the Interactive whiteboard features are on the reverse side of this instruction sheet.

Detailed instructions on how to use the document camera or the wall mounted web camera and microphone for Teams, Zoom or other remote presentations can be found on a separate instruction sheet.

The height adjustment handle can be located on the left underside of the console surface top.

T**o adjust the height of the console, grasp the adjustment handle and squeeze towards you to release the lock mechanism. You can then raise or lower the console to your desired height**.

USB
Power
HDMI cable
Blu-Ray

Blu-Ray

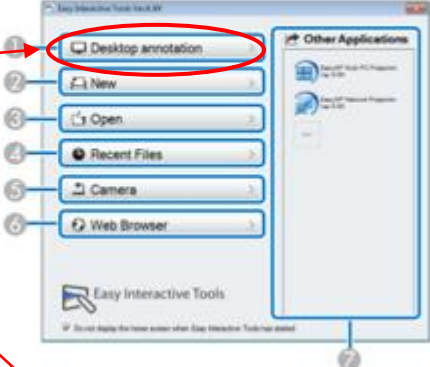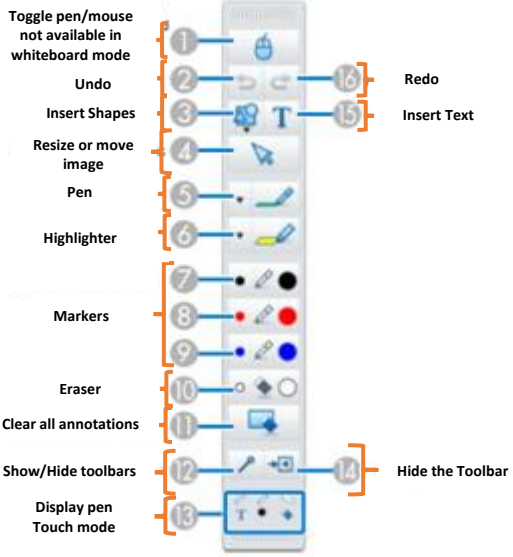If you require any software or hardware that is not installed in this classroom, please contact your office manager.

For immediate technical assistance, please call the **I.T. Service desk at extension 3333** from the wall mounted phone in your classroom or by calling **301.846.2509.**

For any non-urgent issues, please submit a ticket using the desktop icon or (**https://servicedesk.frederick.edu**) using your FCC username and password.

Updated December 2024

Start Easy interactive tools by clicking the icon on your desktop. You can also double tap on the icon at the board using the interactive pen.

The Interactive pen will function as a mouse as well as a pen for annotations.

Click the Desktop annotation tab. The interactive toolbar, pictured below, will appear on the right side of your screen.	**Home Screen Functions** You can perform the following functions on the Home screen. 1 — Desktop annotation 2 — New 3 — Open 4 — Recent Files 5 — Camera 6 — Web Browser Other Applications Easy Interactive Tools
This toolbar allows you to select the type of pen or highlighter as well as color and line size. A description of some of the other functions is listed as well.	Toggle pen/mouse not available in whiteboard mode Undo — Redo Insert Shapes — Insert Text Resize or move image Pen Highlighter Markers Eraser Clear all annotations Show/Hide toolbars — Hide the Toolbar Display pen Touch mode

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	For other tools to highlight, enlarge, or hide text	To switch to Desktop annotation mode	To switch to Whiteboard mode