



NANYANG
TECHNOLOGICAL
UNIVERSITY

TR+
User Manual for Faculty

The image shows a control panel for an AV system. It features a central display area with a light blue background. On the left side, there are five buttons labeled 'PROJECTOR ON/OFF', 'DISPLAY MUTE', 'Display 1', 'Display 2', and 'Display 3'. On the right side, there are five buttons labeled 'Display 4', 'Display 5', 'Display 6', an unlabeled orange button, and 'AUTO MUTE'. The central display area contains the logo of Nanyang Technological University (NTU) on the left and the text 'NANYANG TECHNOLOGICAL UNIVERSITY' on the right. Below the logo and text is a large blue power button with a white power symbol. At the bottom of the central display area, the text 'South Spine Tutorial Room 114' is visible. A large blue circle is positioned below the central display area, and the text 'Volume Control' is centered below it.

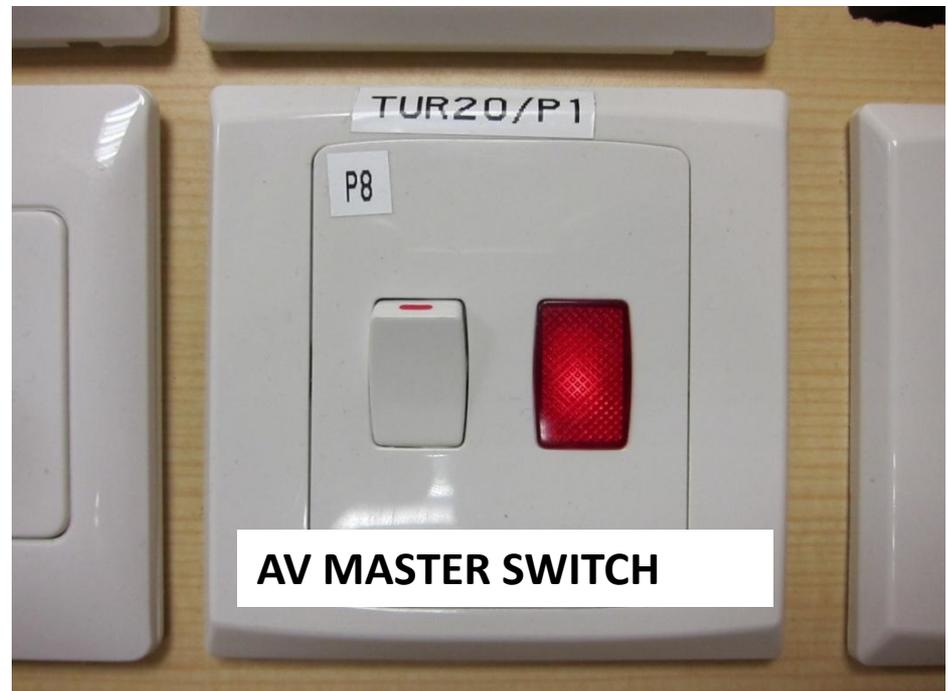
TR+ AV System Guide

Volume Control

Using the AV System in TR+

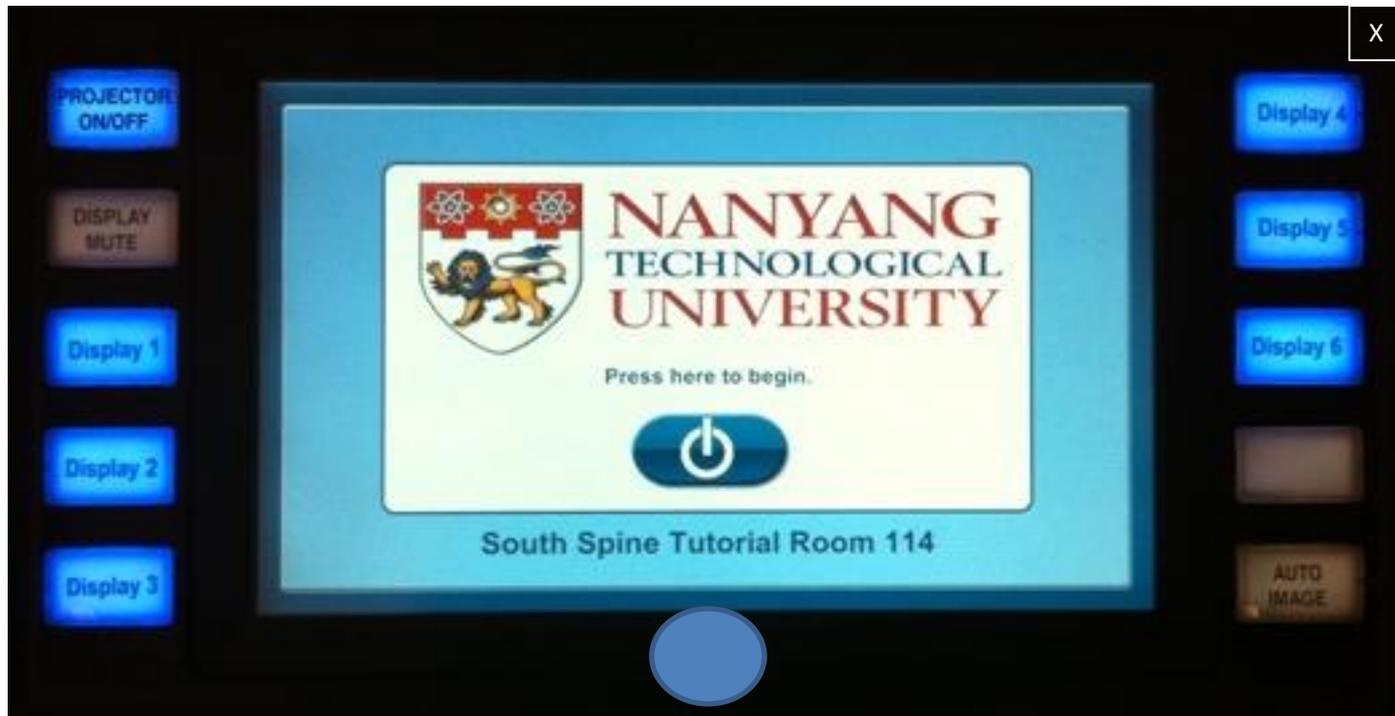
- ❑ The TR+ was designed to facilitate group work.
- ❑ All groups have, at the table, their own power sources for students' notebook PCs, a network point, and a VGA connector.
- ❑ The latter allows students to connect a notebook PC and share the screen display on the large LED monitor.
- ❑ This content can be displayed locally or broadcasted to all, as directed by the professor.

To start using the AV system, switch on the AV MASTER SWITCH at the Lecturer's Console.



Using the AV System

At the Touch Panel, press the icon  'Press here to begin''



Volume Control

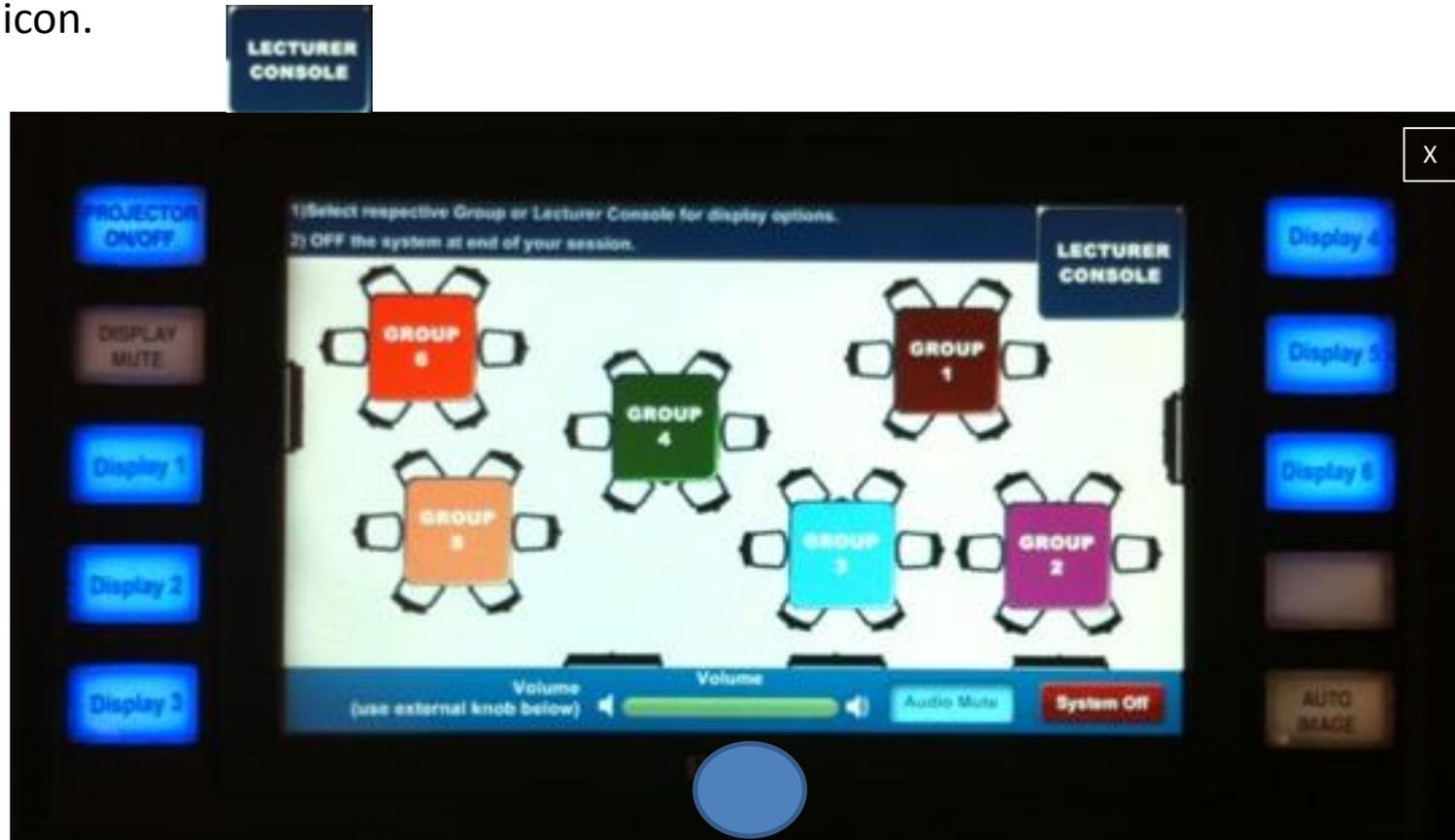
Side Control Buttons

The Side Buttons are option buttons for the Lecturer Console.

Option	Action
PROJECTOR ON/OFF	<i>This will switch the video projector ON/OFF</i>
DISPLAY MUTE	<i>Displays a blank screen To restore the image, press the button again</i>
DISPLAY 1, 2, 3, 4, 5, 6, 7	<i>Turns ON/OFF individual display</i>
AUTO IMAGE	<i>Re-synchronise the display signal from the selected source</i>

Lecturer's Console

- ❑ The Main Page will show the physical layout of the TR+. Groups are numbered and coloured for easy identification.
- ❑ To select the input source for teaching at the “LECTURER CONSOLE”, touch the icon.



Volume Control

Selecting AV Source at Lecturer Console

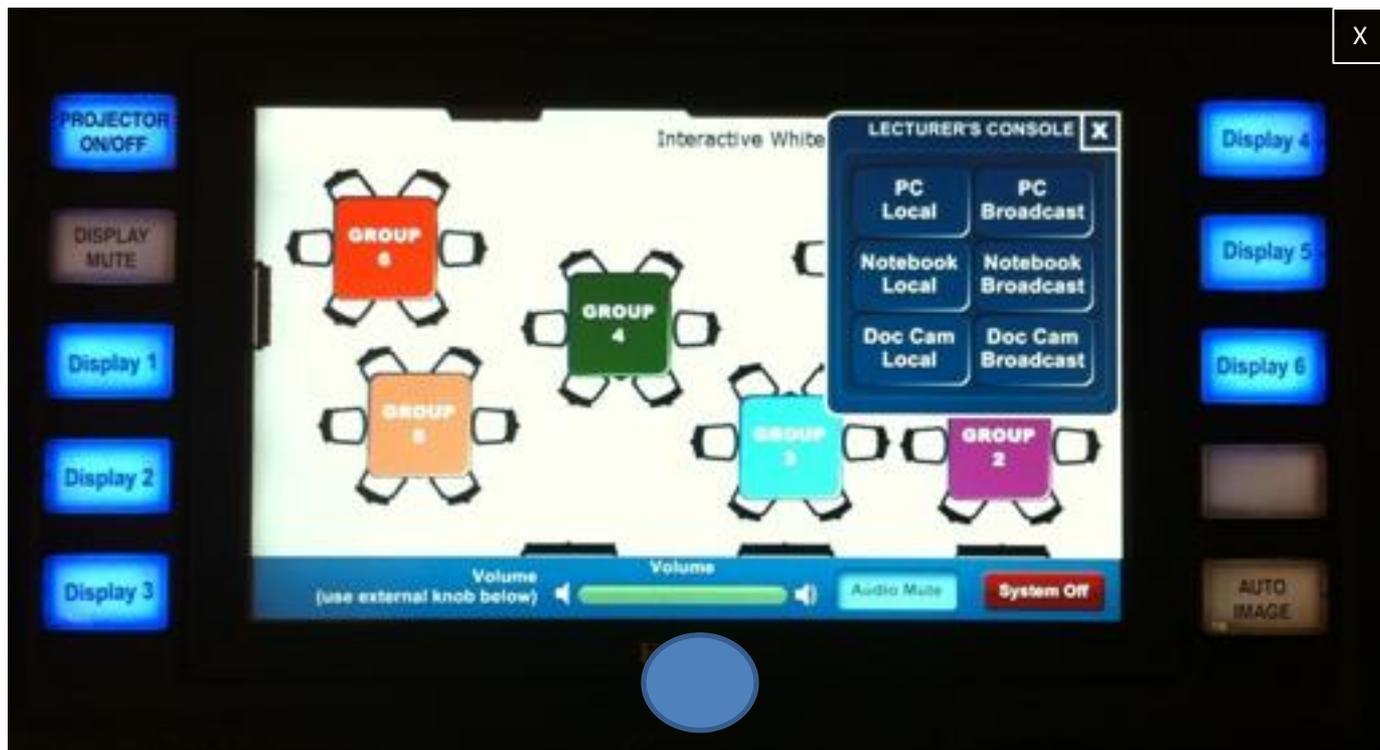
- ❑ From the pop-up “Lecturer Console” icon, select the source

Option	Action
PC Local	<i>send PC image to Projector ONLY</i>
PC Broadcast	<i>send PC image to Projector and ALL Displays</i>
Notebook Local	<i>send Notebook image to Projector ONLY</i>
Notebook Broadcast	<i>send Notebook image to Projector and ALL Displays</i>
Doc Cam Local	<i>send Doc Cam image to Projector ONLY</i>
Doc Cam Broadcast	<i>send Doc Cam image to Projector and ALL Displays</i>



Audio Control

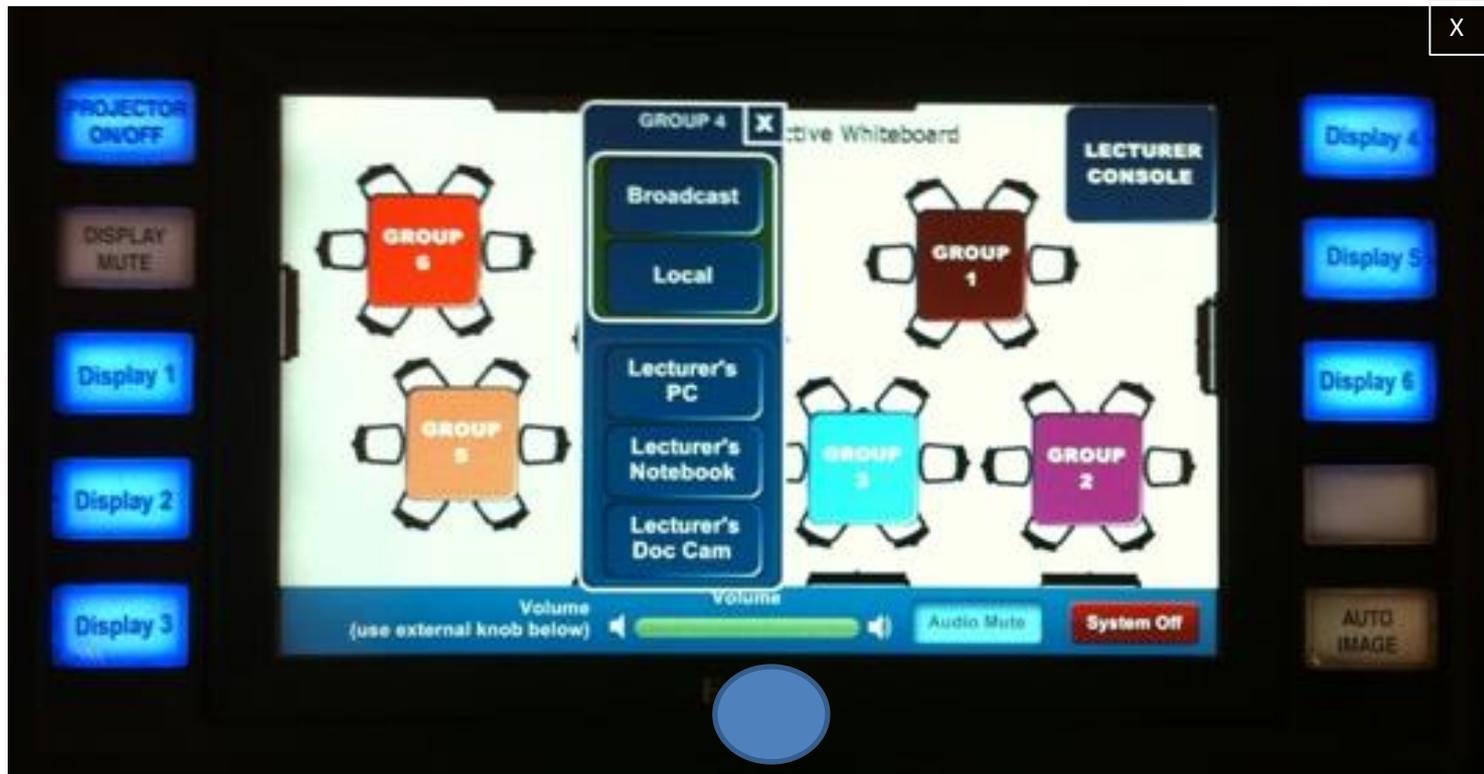
- ❑ For all audio playback, use the external knob to adjust the volume level
- ❑ To mute the audio output, press “**Audio Mute**” icon
- ❑ To unmute the audio, press “**Audio Mute**” again



Volume Control

Group Display Functions

- ❑ To send student's Notebook from the Group's table, select that Group
 - For example: For Group 4, press **"Group 4"**



Volume Control

Group Display Options

Option	Action
Broadcast	<i>send Group 4 Notebook image to Projector & ALL Displays</i> <i>Audio from Group 4 Notebook will be heard from the ceiling speakers (if connected)</i>
Local	<i>send Group 4 Notebook image to Display 4 ONLY</i>
Lecturer's PC	<i>send Lecturer's PC image to Display 4 ONLY</i>
Lecturer's Notebook	<i>send Lecturer's Notebook image to Display 4 ONLY</i>
Lecturer's Doc Cam	<i>send Lecturer's Doc Cam image to Display 4 ONLY</i>

To return the Main Page, press “X” on the Top-Right-Hand corner.

Group functions can be applied accordingly to other selected Group(s).

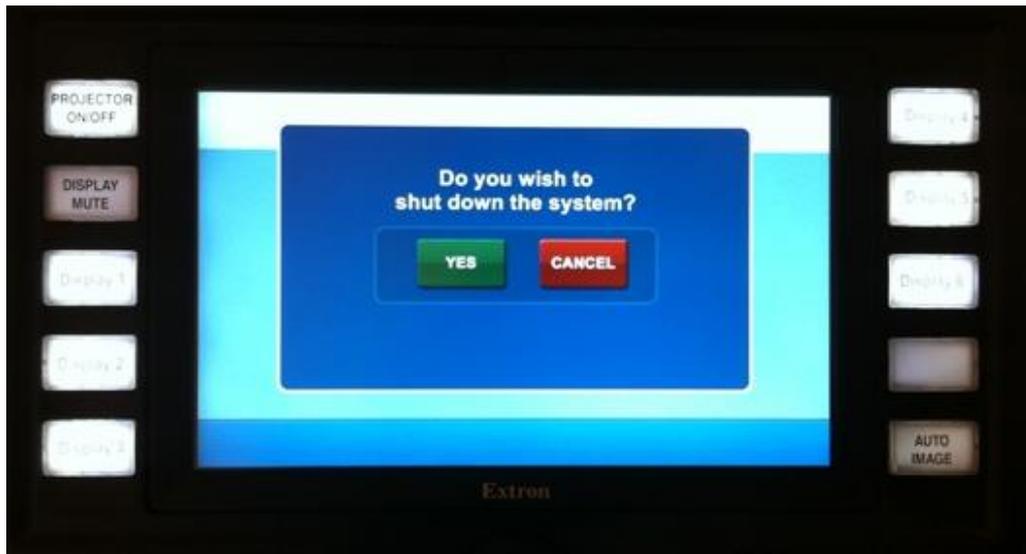
LOCAL/BROADCAST Switches at Group Displays



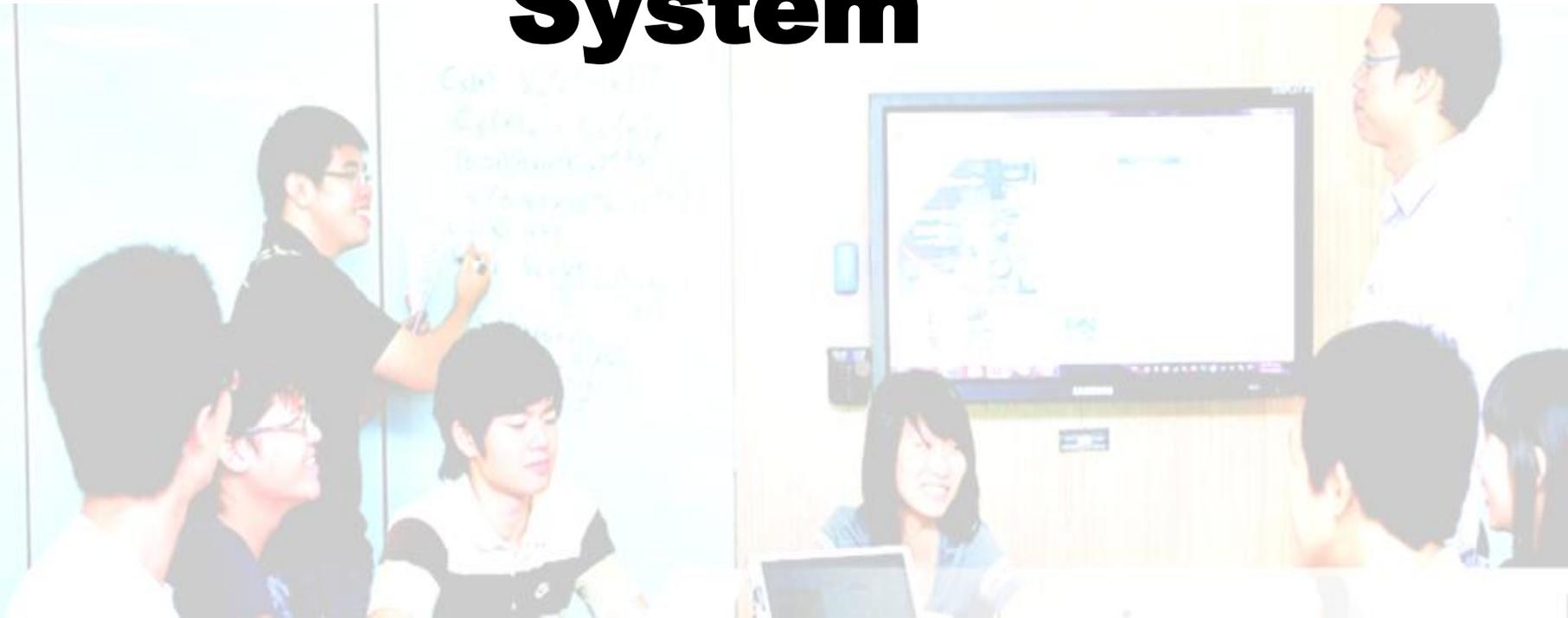
- ❑ Every Group display has easy-to-access LOCAL and BROADCAST switches below it. Their functions are to facilitate local and broadcast modes in which content can be displayed locally to the respective group, or mirrored to all displays.
- ❑ When the BROADCAST mode is selected, a green pilot light will light up to alert the Group that they are “on air”. The respective audio output from the notebook PC will also be sent to the ceiling speakers.

End of Class Session

- ❑ At the end of the class, you can log out from the Lecturer's PC (if used)
- ❑ If there is no class following, select the "System off" (at the bottom right corner of the Main Page). This will switch off all AV systems (video projector, LED displays, audio, etc)
- ❑ When queried by the Touch panel, press "YES" to confirm
- ❑ Finally, switch OFF the AV MASTER SWITCH.



TR+ **MimioTeach Interactive System**



How to download MimioStudio software

- 1) MimioStudio is the interactive software that will maximise the use and benefits of the MimioTeach interactive board.
- 2) All PCs in the TR+ have already been installed with MimioStudio software.
- 3) **For the first time user:** you need to install the MimioStudio software from <http://tr.ntu.edu.sg/for-faculty/download/> or <http://www.mimio.com/en-AP/Support/Downloads.aspx> into your notebook PC.
- 4) You can also download a copy to your PC and experiment with its functions.



License Key for MimioStudio Software

- 5) Select 'entering a license number' from the drop-down menu
- 6) Key in this license number:
STU50-MMJJ3-2JN61-
ME1MK and then click
'Continue'.



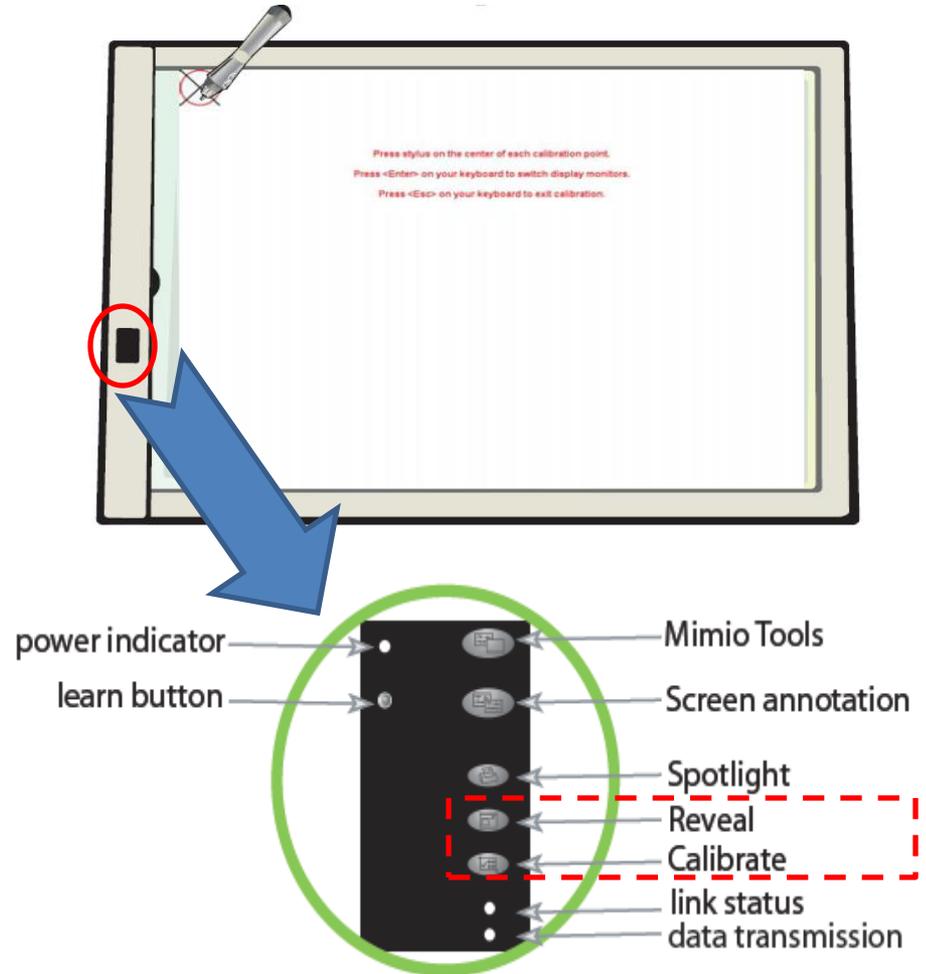
How to calibrate the MimioBoard

(Needed only when the stylus and mouse pointer are out of alignment)

In the rare event that you find that your stylus and the mouse pointer on the screen do not align, you might need to calibrate the system.

To do this:

- 1) Press the quick button on the left-hand side panel to begin the calibration routine. Instructions will be displayed.
- 2) Align your stylus tip at the cross-hair in the circle.
- 3) Repeat for all the circles as they appear consecutively.



How to Use the MimioTeach Interactive Board

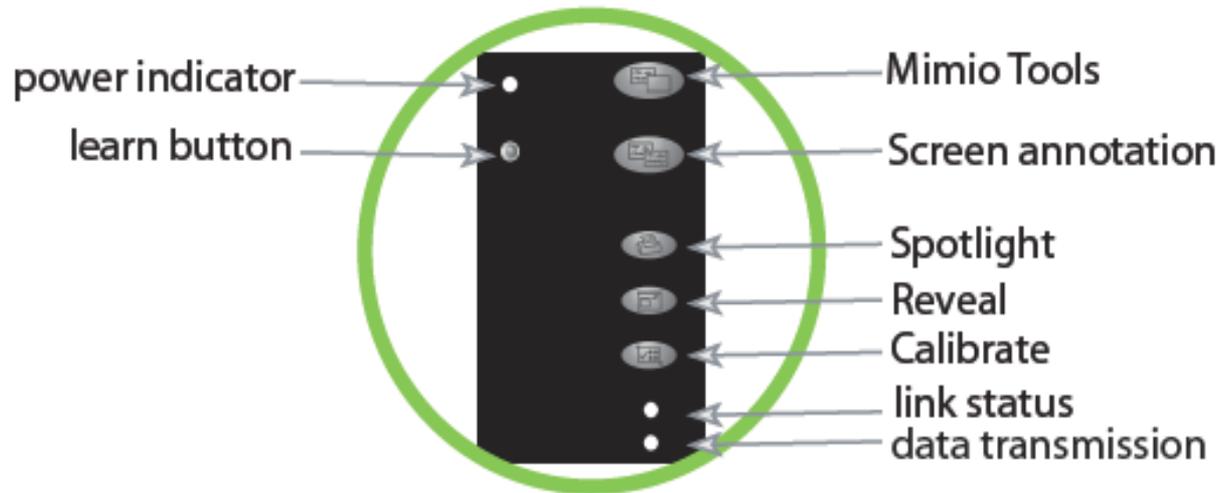
Mimio is a unique collaboration tool that captures everything a user writes or draws on a whiteboard, in colour and real time -- and then transmits the information directly into the computer. The user can then revise, print, share, export to a file (.pdf, .jpeg, HTML, etc).

To use the MimioTeach interactive system,

- 1) If you are using the TR+ PC, you need to connect the Mimio USB cable to one of the USB ports at the USB Hub at lecturer's console
- 2) If you are using your own notebook PC, you need to connect the Mimio USB cable to your Notebook PC USB port and the VGA cable to the VGA port.



MimioTeach Quick Buttons

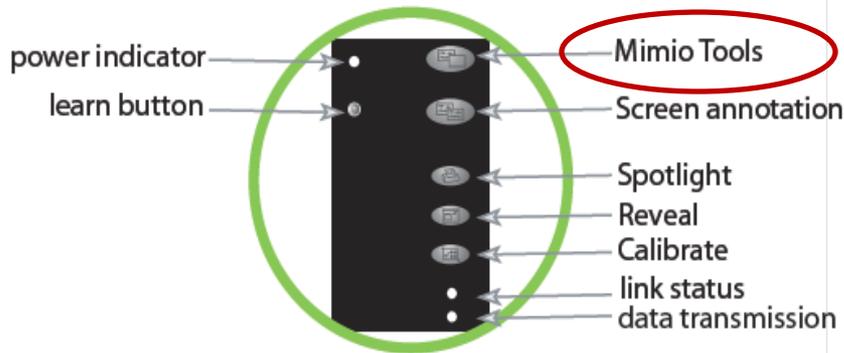


These Quick Buttons are found on the panel at the left-hand side of the whiteboard for quick access to key features.

How to use the Mimio Tool-bar

The Mimio Toolbar provides easy access to the features of the mimioTeach system. You can access it by pressing the top Quick Button (Mimio Tools button).

You can use your stylus to select various functions as shown.



* RIGHT CLICK OR HOLD LEFT CLICK TO SEE THE FLYOUT MENUS.

Selection		Zoom*	
Pen		Highlighter	
Eraser		Line*	
Rectangle		Ellipse	
Polygon*		Text	
Insert File		Screen Clipping	
Line Thickness		Border/ Interior Color <i>Double Click for Color Palette</i>	
Basic Color Options		Transparency	
Color		Applications*	
Gallery Browser		Interactive	
Right Click		Screen Annotation	
Mouse			

Triangle
Right Triangle
Five Pointed Star
Hexagon
Pentagon

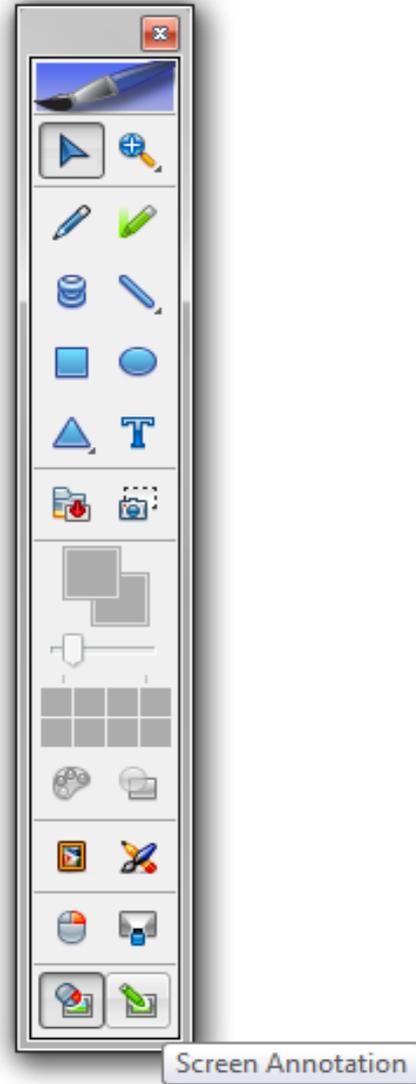
Zoom In
Zoom Out
Zoom Full

Line
Arrow End
Arrow Start
Arrow Both

Reveal
Spotlight
Text Tools
Quick Vote
Recorder
View
More Tools
Calculator
Magnify
Web Browser

Tool Bar Functions Help

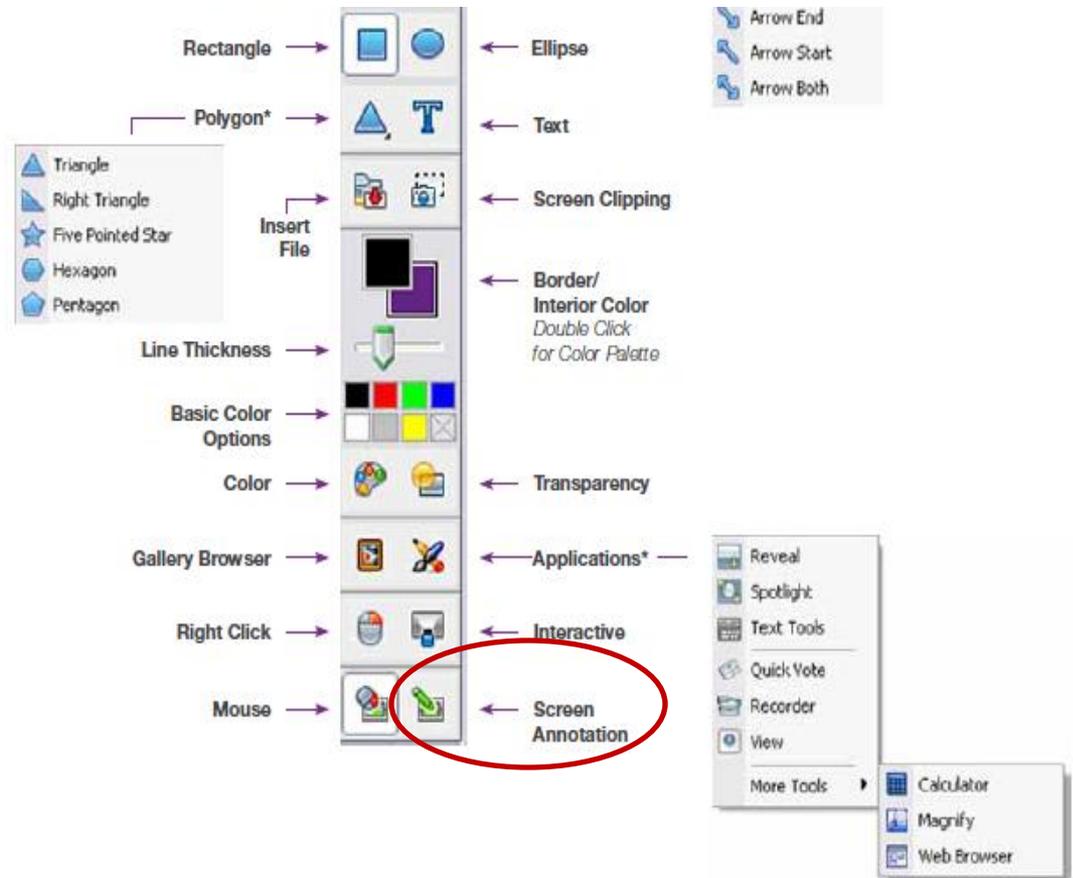
When using the mimioTeach interactive board, and you need to recall the various tool functions, pressing the stylus button (“Hover” button in figure below) nearest to the tip will “reveal” its function.



Annotation of a Screen Image

To annotate a screen image (for example: web-page, photograph, slide, document, spread-sheet):

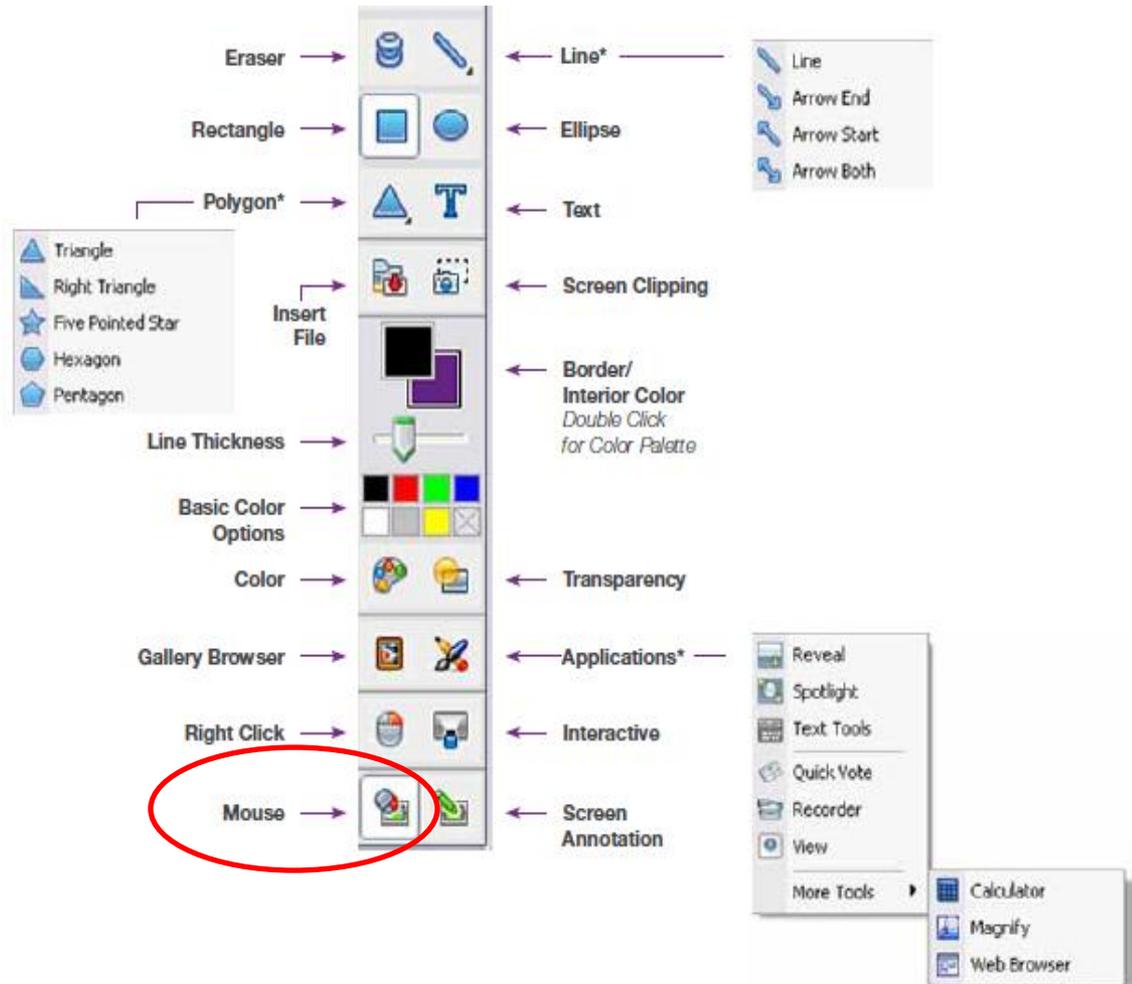
- 1) Click the “Screen Annotation” icon at the tool-bar
- 2) A green border will appear.
- 3) You can now annotate the image. You can write, underline, highlight, draw shapes, etc.



To Finish Annotation of Screen Image

After you have annotated the image, the image is automatically saved. To access it, you need to exit out of the annotation mode.

This is done by pointing your stylus on the “Mouse” icon at the mimioTeach tool-bar.



Accessing Saved Annotated Images

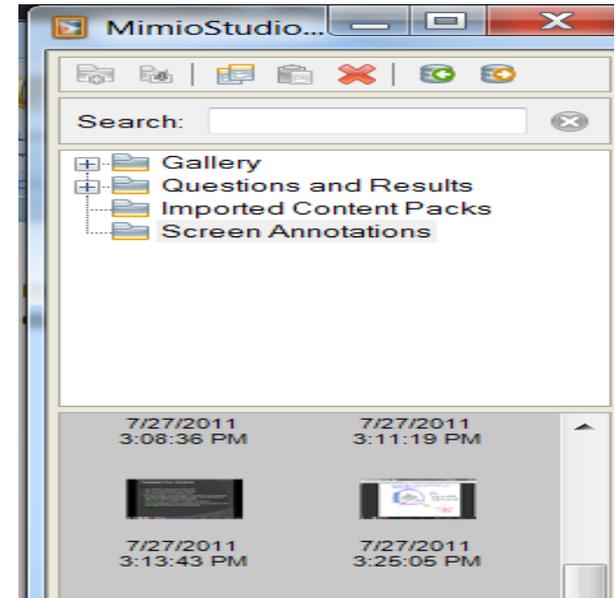
To access the saved annotated image file:

1) Press on the “Gallery Browser” icon. The mimioStudio Gallery window will appear.

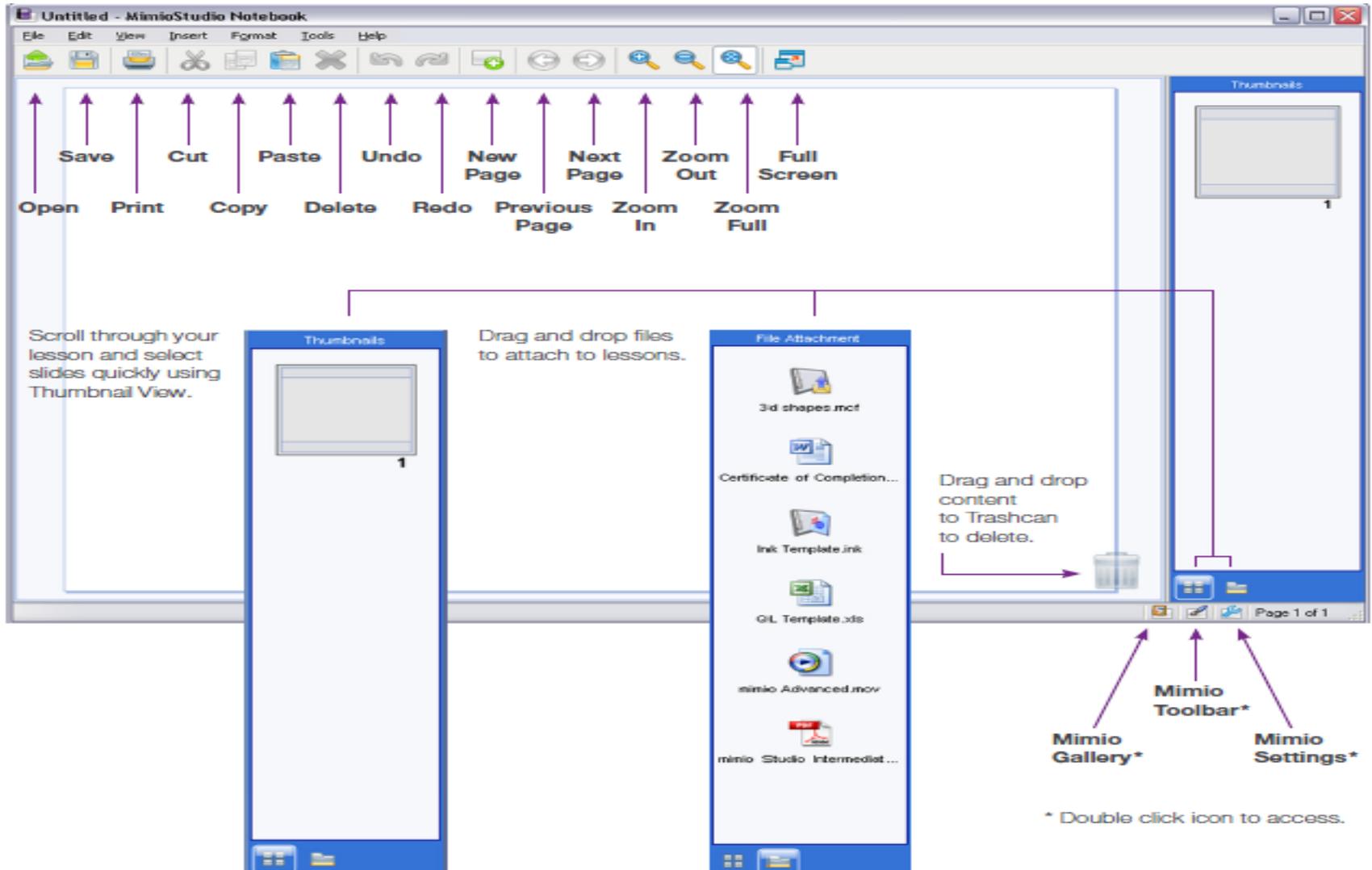
2) Select ‘Screen Annotations’ menu item.

3) Your images will be displayed with a date-time stamp.

4) You can save the images by right-clicking the selected item. By double-clicking the item, it will be transferred to the mimioNotebook.



MimioStudio Notebook



Launching mimioNotebook

- ❑ The mimioNotebook is a software tool that enhances the whiteboard functionality. It allows you to
 - create multiple whiteboard images which you can reference back-and-forth
 - import a file (for example: Powerpoint slides, image files) and facilitate annotation easily. Multiple files can be merged.



- All images can be annotated (underline, write, highlight, draw, etc) using the mimio Tool Bar
- The whole session can then be saved for distribution or uploaded into your edveNTUre course-site for distribution.

A grayscale photograph of a desktop PC system. The system includes a large monitor on the left, a keyboard in the center, a mouse on the bottom left, and a vertical tower case on the right. The text "TR+ PC System Guide" is overlaid in the center of the image.

TR+ **PC System Guide**

Log-in to TR+ PC



- You can use your notebook PC and connect to the NTULAN wirelessly or via the network cable.

- If you are using the TR+ PC, the log-in credential is

User ID:

.\professor

Password:

●●●●●●●●

If you need the password,
call 6790-5343.

Resources

Mimio Connect Portal (For forum and resources):

<http://www.mimioconnect.com/>

Mimio Online Training Videos:

<http://mimio.dymo.com/en-AP/Training/Self-Guided-Video-Tutorials.aspx>

Mimio Youtube Training Videos:

http://www.youtube.com/user/dymomimio?feature=results_main

Mimio Quick Learn Live Training:

<http://mimio.dymo.com/en-AP/Training/Quick-Learn-Overview.aspx>

Mimio Reference Guides:

<http://mimio.dymo.com/en-AP/Training/Self-Guided-Guides.aspx>

MimioStudio Software Installer Download:

<http://mimio.dymo.com/en-AP/Support/Downloads.aspx>