Room Keys & Remote Control for the Projector
- Check these out at the Information Services Desk on the first floor.

Overhead Projector
- Press the pink POWER button once to turn the projector on.
- The projector takes about 45 seconds to warm up.

Turning on the Computers
- POWER on the Instructor station first. After it has booted, a program called SMART sync will automatically start. Click on OK to accept the default. Minimize this window, and on the Desktop, click “TURN ON COMPUTERS” to start the boot process for the student computers.

Broadcasting with Smart Sync
- Wait until all student computers have completely booted.
- To control the student computers, use the Smart Sync software to broadcast your screen to each student.
- Click on “Broadcast” from the top menu.

Desktop Folders
On the desktop, there are two folders named “Instructor Folder” and “Class Files” folder.

Instructor Folder
- This folder allows the instructor to place files needed for a class in a “safe place.” Any files within this folder will remain there if the computer is rebooted.
- When your class has ended, please remove any files from this folder.

Class Files Folder
- This folder allows students to access any files needed specific to your class. Students cannot add or edit files in this folder. Only instructors can.
- Students who want to edit files in this folder should copy and save them to their own flash drive first.

N.B. Files on the PCs except what is contained within the Instructor or the Class Files folders will be deleted upon computer shut-down or restart.
When your class is over:

- To shut down the student computers at once, press the SHUT DOWN button shown below using the SMART sync software.
- **DO NOT** turn the monitors off.

![SMART Sync SHUT DOWN button](image)

- Please shut down the instructor computer by clicking on START>SHUT DOWN. **DO NOT** turn the monitor off.
- If you have used the overhead projector, please use the remote control to power it off by clicking on the **POWER** button **TWICE**.
- Please erase the whiteboard if you have used it.
- When you are ready to exit the classroom, please make sure that nothing is left behind, such as handouts, bags, backpacks, pens, pencils, USB flash drives, etc.
- Please place any trashcans just outside of the door.
- Please turn off all the lights and lock the door behind you.
- Return the classroom key and remote to the Information Services Desk as well as any found items students may have left behind.

**Class Registration/Reservation Contact**
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