

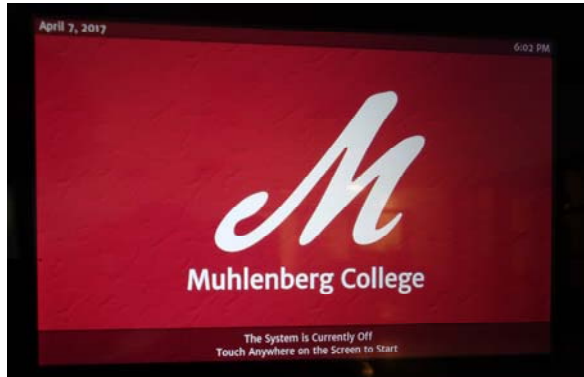


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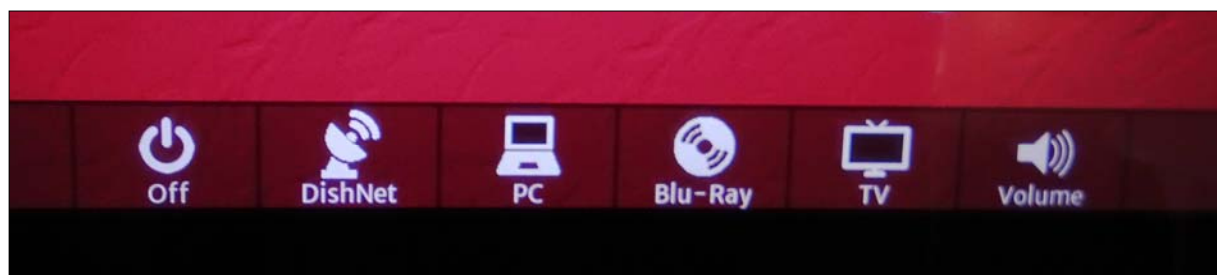
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Getting Started in the LC Commons

- Locate the touch-screen Control Panel on the right wall:
- Turn on the system by tapping on any area of the display



- You will see the message *“The system is starting”*
- Select the desired function from the Menu on the bottom of the panel:
Dish Network, PC, Blue-Ray, TV or Volume



The LC Commons Areas

LEFT SIDE

MIDDLE

RIGHT SIDE



Teamwork Area

TV Area

BrightLink Area

Teamwork Area:

- control panel on wall, including screen drop-down switch (see more on page 4)
- drop-down screen
- conference table equipped with HDMI switches for screen sharing
- projection capabilities onto one or all of the three available screens
- PC laptops (four) available for immediate use on teamwork conference table
- mobile cart with additional 16 laptops available for loaning
- five iPads available for loaning
- video conferencing capabilities (Zoom, Google Hangout, Skype, Facebook Live, and others)

TV Area:

- control panel on wall
- comfortable social area
- 80" Smart TV with video conferencing capabilities
- two *Smart Kapp* interactive boards for note taking and sharing (see more on page 12)
- wall outlet for HDMI and VGA cables

BrightLink Area:

- touch-screen control panel on wall and equipment rack
- BrightLink Pro Interactive board
- video conferencing capabilities (Zoom, Google Hangout, Skype Facebook Live, and others)
- *Mirroring 360* app for streaming content from smartphones, tablets or iPads via Airplay
- wall outlet for HDMI and VGA cables

General Features:

- charging stations with USB ports and outlets
- surround-sound speakers
- dimmable LED ceiling lights
- anti-glare window shades
- flexible space design

How to use the **Teamwork** area (detailed Instructions)

- Turn the projector on by pressing the “Teamwork” button on the panel (might take up to a minute to begin projecting)



- Lower the projector screen by holding the “down” button on the adjacent panel




- Use the “Power” button to turn on the computer(s) you intend to use



- Use the selector button to choose which laptop you want to project onto the screen (device selector will turn blue once pressed; the projector displays only the currently selected laptop)



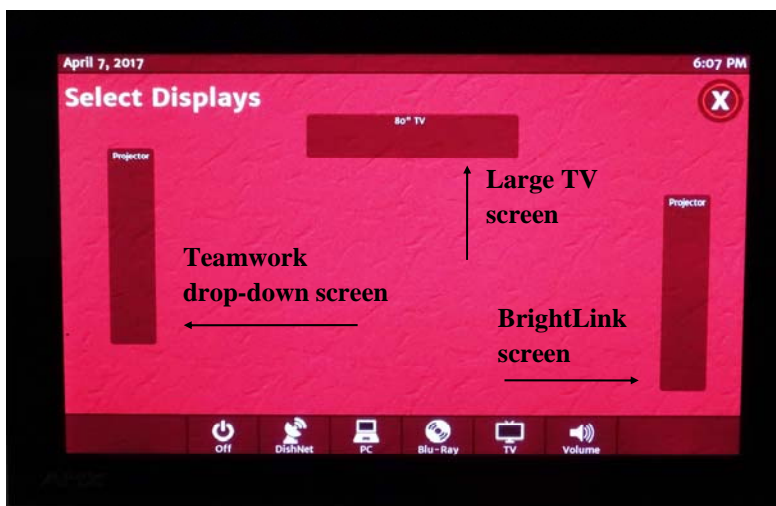
How to project content from **Teamwork** area

After you select **PC**  you will see the “PC Selection” panel with the following options: **Teamwork**, Middle PC, Rack PC or Right PC

- Tap **Teamwork** to display the content of the PCs from the Teamwork Area (conference table). Make sure the PC is connected to the HDMI cable and that you press the blue button.



- Pick the display by pressing “SHOW” to access “*Select Displays*”



- You can now decide on what screen(s) you want to project by tapping one, two, or all three of the available screens
 - The **LEFT PROJECTOR** is the drop-down screen by the **Teamwork Area**
 - The **80" TV** is the monitor in the center
 - The **RIGHT PROJECTOR** is the **BrightLink** screen

How to play *In-fluent* language games

- Language games installed on all Commons' PCs, in different languages
This video game aims at inspiring people around the world to pick up a new language by making vocabulary acquisition and proper pronunciation a fun and rewarding experience.



- Look for the icon on the Desktop of any Commons' PC
- See list below to locate which PC has your language pack

Influent Language Packs:

(PC1, PC5-8) Southern European: **Portuguese, Brazilian Portuguese, Italian, Bulgarian**

(PC2, PC9-12) European: **Russian, French, German**

(PC3, PC13-16) Basic: **English, Spanish, Latin**

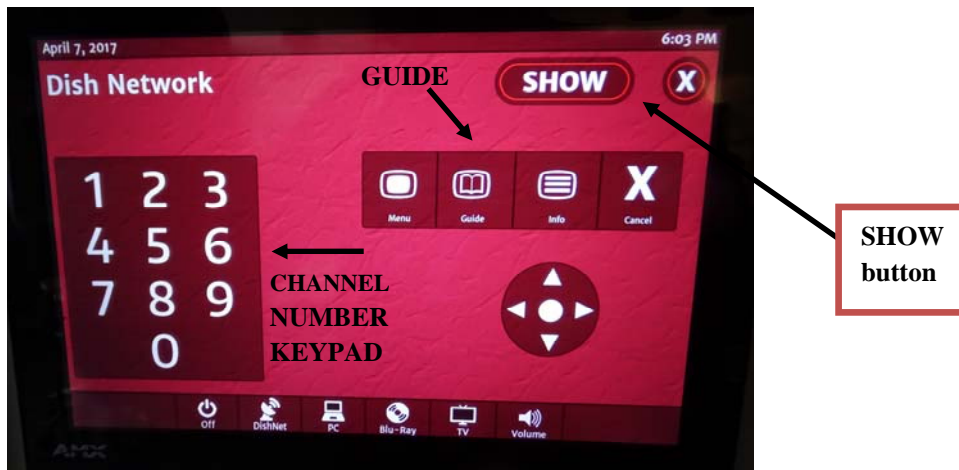
(PC4, PC17-20) Asian: **Japanese, Mandarin, Korean, Hindi**

- See detailed **Instructions** on how to play the game
- Sandbox-style approach where the player chooses what to learn
- Explore an interactive 3D environment filled with hundreds of selectable, collectible objects
- Allows players to assemble Nouns, Adjectives, and Verbs into custom vocab lists that can be practiced and mastered

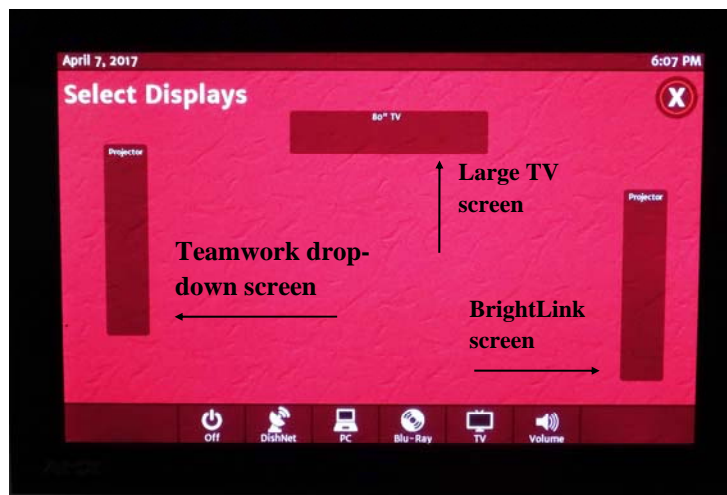
How to use Dish Network Programming



- Select **Dish Network** on the touch-screen. Check the Dish box on the shelf to make sure the **power is ON**
 - If you know the channel number, enter it now or
 - Press **Guide** to view the on-screen Channel Listings or
 - Refer to the Channel Listings printout, if necessary



- Pick the display by pressing “SHOW” to access “*Select Displays*”



You can now decide on what screen(s) you want to project **Dish**, by tapping one, two, or all three of the available screens

- The **LEFT PROJECTOR** is the drop-down screen by the **Teamwork Area**
- The **80" TV** is the monitor in the center
- The **RIGHT PROJECTOR** is the **BrightLink** screen


NOTE: The Dish Network box will time-out and shut-off automatically after 2-hours of inactivity.

List of Dish Network Channel

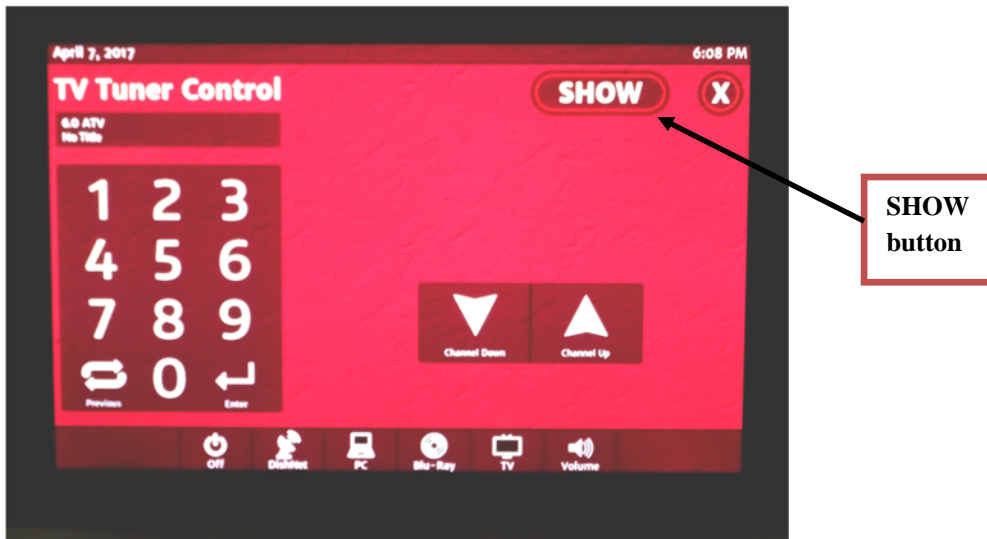
Israeli Channels			Arabic Channels		
Number	Network	Name	Number	Network	Name
9911	ISRLI	Israeli Network	635	ART	~
French Channels			636	ARTMV	~
Number	Network	Name	638	ALJAZ	~
9857	TV5	French TV5	639	ALARA	~
Portuguese Channels			640	MBC	~
Number	Network	Name	641	MURTV	~
9807	RITTV	Brasilian TV	644	ESC-1	~
Music Channels			656	MBCM	~
Number	Network	Name	9140	LINK	~
9873	ARTMU	Art Music	9873	ARTMUSIC	(only audio)
Chinese Channels			9874	TARAB	~
Number	Network	Name	9877	AQAK	~
884	CCTVE	Chinese (SPN subtitles)	Italian Channels		
9792	BON	Mandarin	Number	Network	Name
German Channels			9845	RAI	~
Number	Network	Name	9846	MDSET	~
9821	PRSBN	~	9847	RAINW	~
9822	MGTV	~	9848	RAIPR	~
9823	DWTV	~	9849	RAIR1	~
9824	MGTV+	~	9850	LA7TE	~
Spanish Channels /Latino Package					
Number	Network	Name	Number	Network	Name
4796	AZTCA		4838	DSCE	
4798	UNVSN		4840	V-ME	
4800	UNVSW	Univision	4842	CBBIS	
4801	UFORO		4844	HISTE	Historia
4802	UNIME		4846	DSFAM	
4804	UNIMW		4848	ESPNP	
4806	GLVSN		4850	FXDEP	Sport
4808	TMNDO	Telemundo	4854	TFMLA	
4810	TMDOW		4856	CNNES	
4812	WAPAA		4858	PELIC	
4813	TLVON	Telenovela	4860	PCLAS	
4815	UDEP	Sport	4862	CINEL	
4820	CNTRO		4864	BDMAX	
4822	UNVSO	NBC Universo	4866	TR3S	
4825	UDEP	Sport HD	4868	NGMDO	
4826	TVEI		8470	ENLC	
4828	NTEL		8158	WUVP	
4830	PSNES		8159	WWSI	
4834	HITN				

International programming through Dish Network with 24-hr access to channels and stations from around the world: Latino Elite and Latino Popular, French TV5-Monde, Panorama Italiano, Israeli Network, German Mega, Enhanced Arabic, and more including local channels.

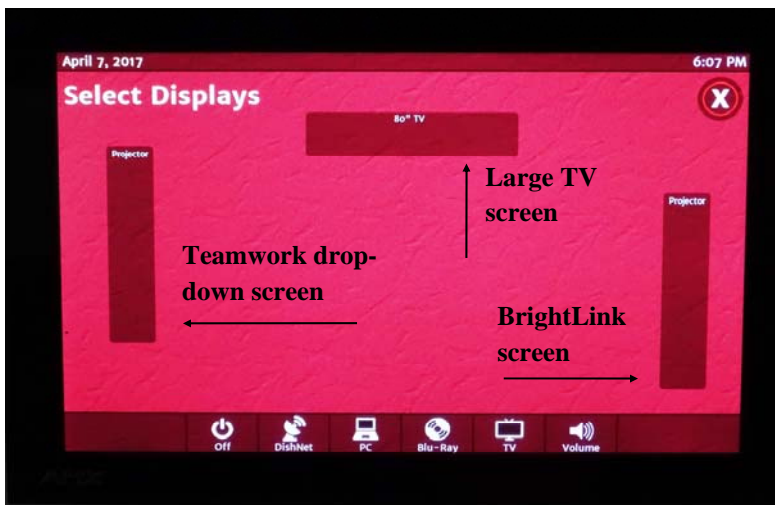
How to view Service Electric TV

If you selected TV  on the touch-screen, you will see the panel below.

- If you know the channel number (Service Electric TV), enter it now



- Pick the display by pressing “SHOW” to access “*Select Displays*”

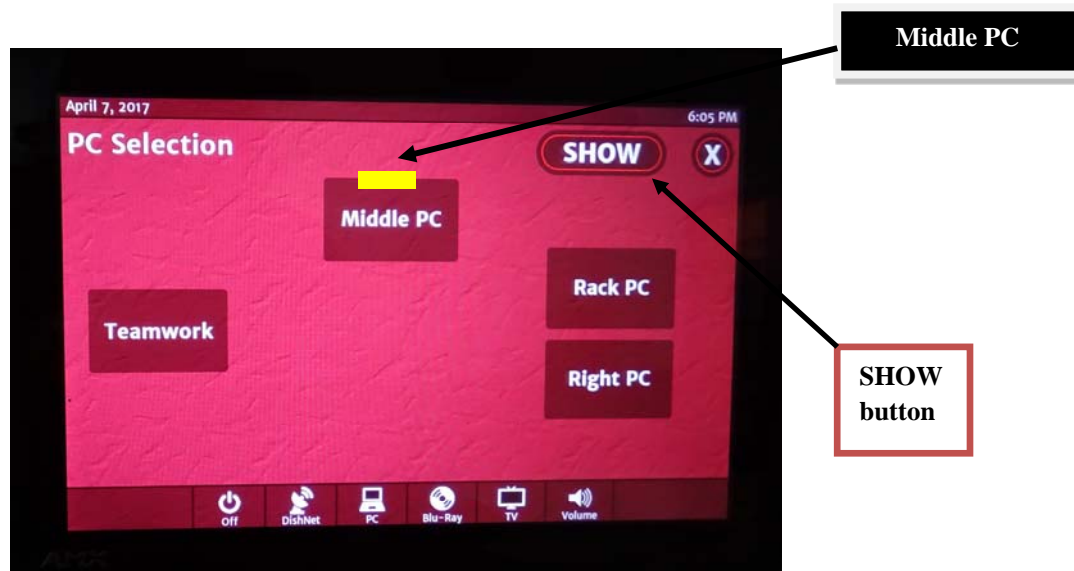


- You can now decide on what screen(s) you want to project your TV channel by tapping one, two, or all three of the available screens
 - The **LEFT PROJECTOR** is the drop-down screen by the **Teamwork Area**
 - The **80" TV** is the monitor in the center
 - The **RIGHT PROJECTOR** is the **BrightLink** screen

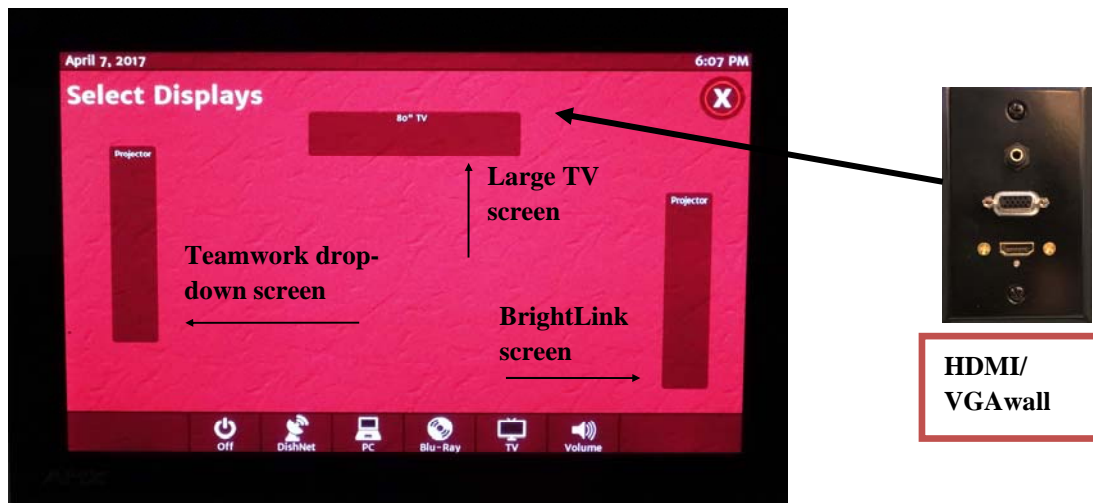
How to project content from your PC using the **Middle PC** option

(after you selected **PC**  from the “PC Selection” page)

- Tap **Middle PC** to display the content of your PC using a VGA or HDMI cable hooked up to the outlet on the lower right side of the Large TV screen area, in the middle of the room



- Pick the display by pressing “SHOW” to access “*Select Displays*”



- You can now decide on what screen(s) you want to project by tapping one, two, or all three of the available screens
 - The **LEFT PROJECTOR** is the drop-down screen by the **Teamwork Area**
 - The **80" TV** is the monitor in the center
 - The **RIGHT PROJECTOR** is the **BrightLink** screen

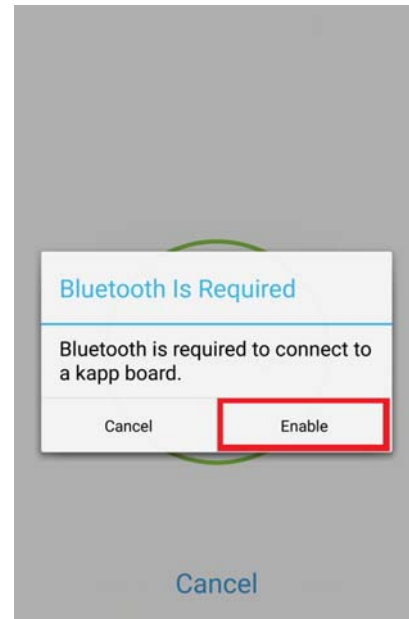
How to use the **Smart Kapp** Interactive Portable Boards



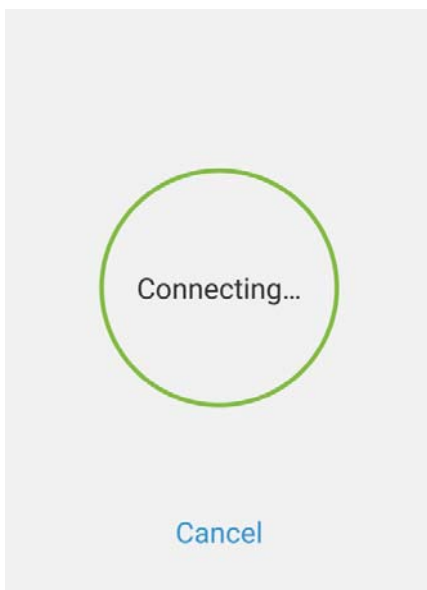
- Install and launch the free “Smart Kapp” app on your device



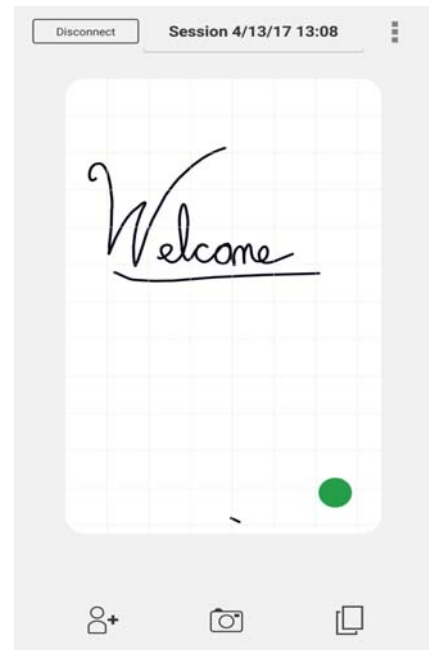
- Use your device to scan the QR code located in the lower left corner of the board
- Note: If prompted, enable the Bluetooth technology on your device



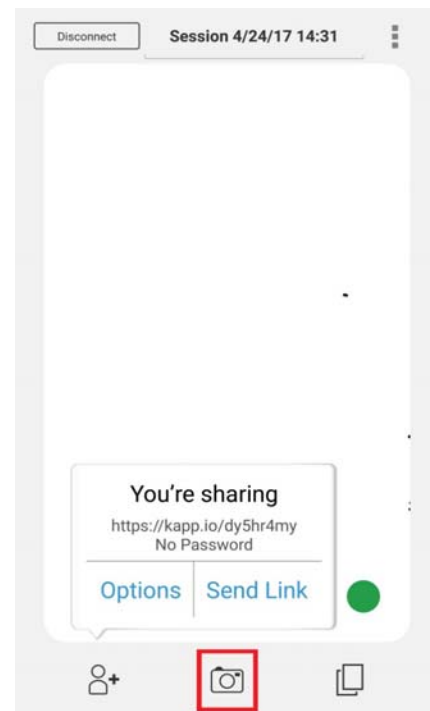
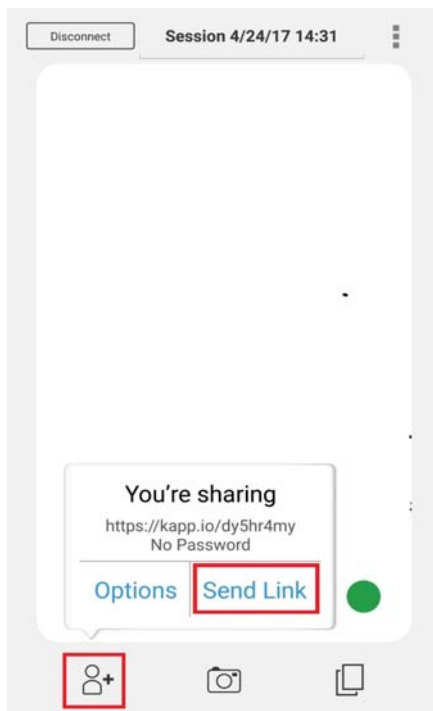
- Wait until your device connects to the board. Once it does, the Bluetooth logo in the lower right corner of the board will light up



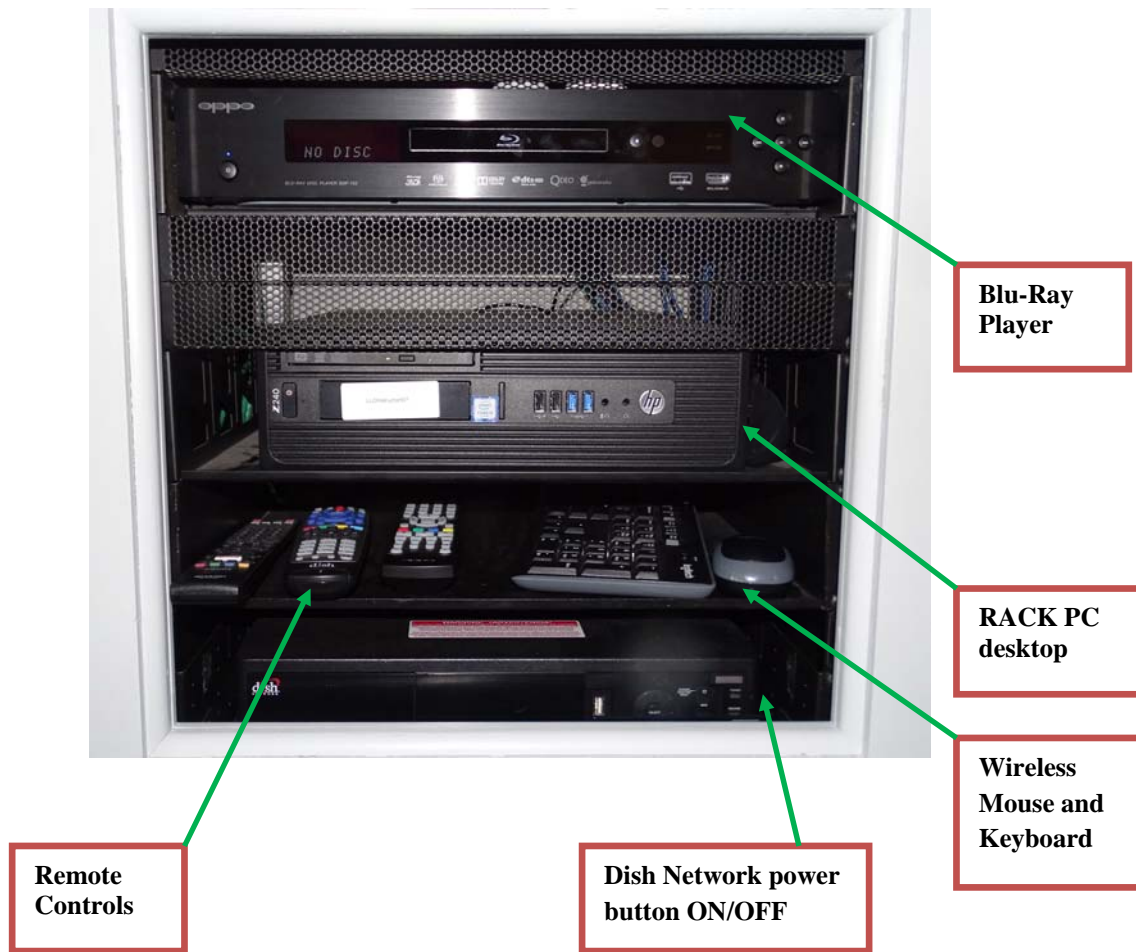
- You may now proceed to use the board and observe your session on your connected device(s)



- Share the session link via email or text using the “sharing” button in the lower left corner
- Use the “snapshot” button in the lower middle side of the screen to take screenshots of your current session. Once content is wiped off the board, it’s permanently lost, so make sure to screenshot often



Equipment Rack on the right wall by BrightLink Area



Lower middle wall by large TV

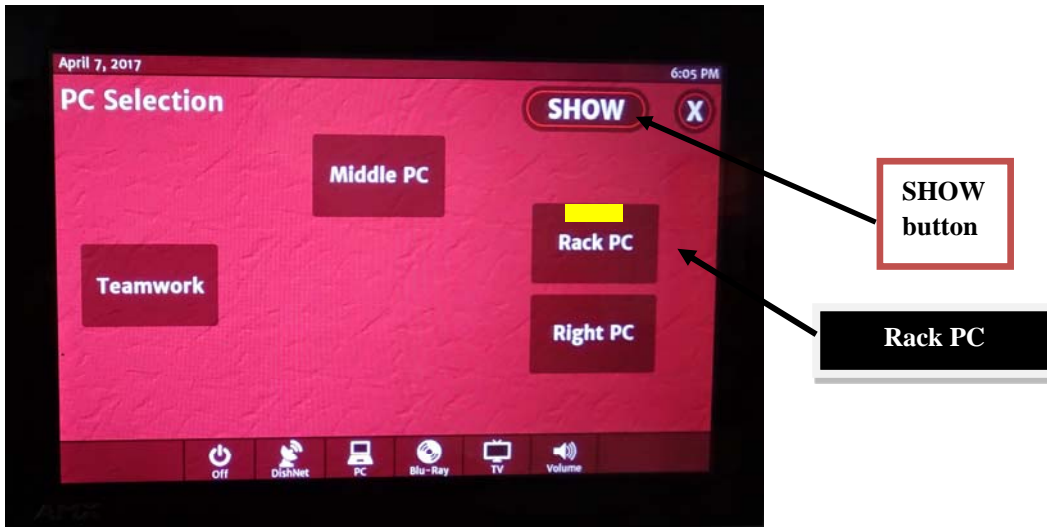
Wall outlets for HDMI and VGA cables



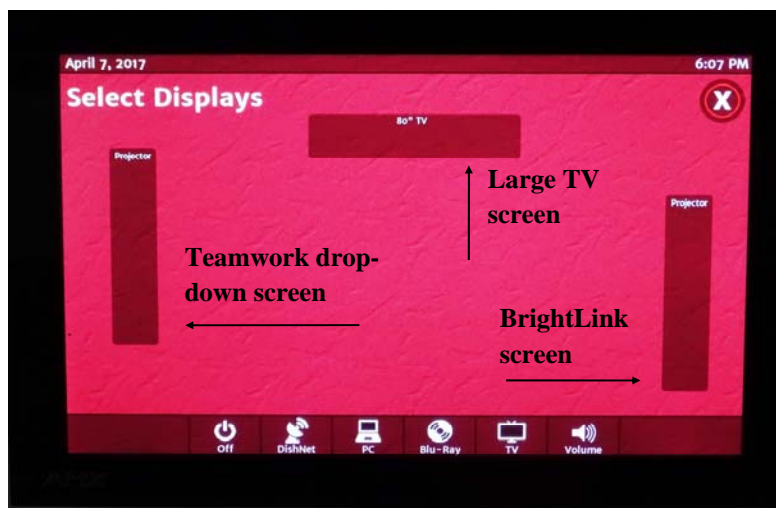
Lower left wall by Brightlink area

How to use the **Rack PC** with wireless keyboard & mouse (after you selected PC from the “PC Selection” page)

- Tap **Rack PC** to use the desktop – if using USB drive, there are 2 ports
- Make sure to turn slider to ‘green’ on wireless keyboard and mouse



- Pick the display by pressing “SHOW” to access “*Select Displays*”

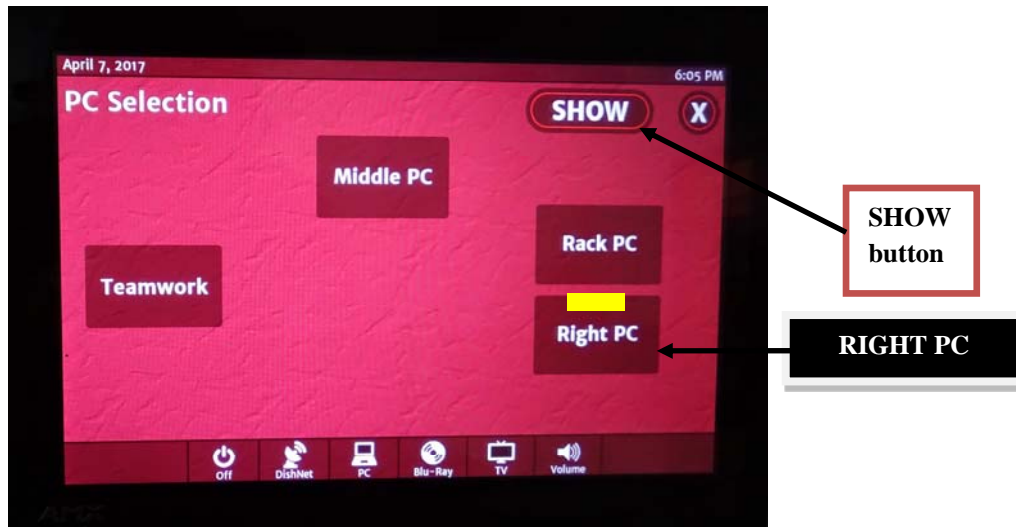


- You can now decide on what screen(s) you want to project your content by tapping one, two, or all three of the available screens.
 - The **LEFT PROJECTOR** is the drop-down screen by the **Teamwork Area**
 - The **80” TV** is the monitor in the center
 - The **RIGHT PROJECTOR** is the **BrightLink** screen
- Use the wireless keyboard and mouse to control rack PC

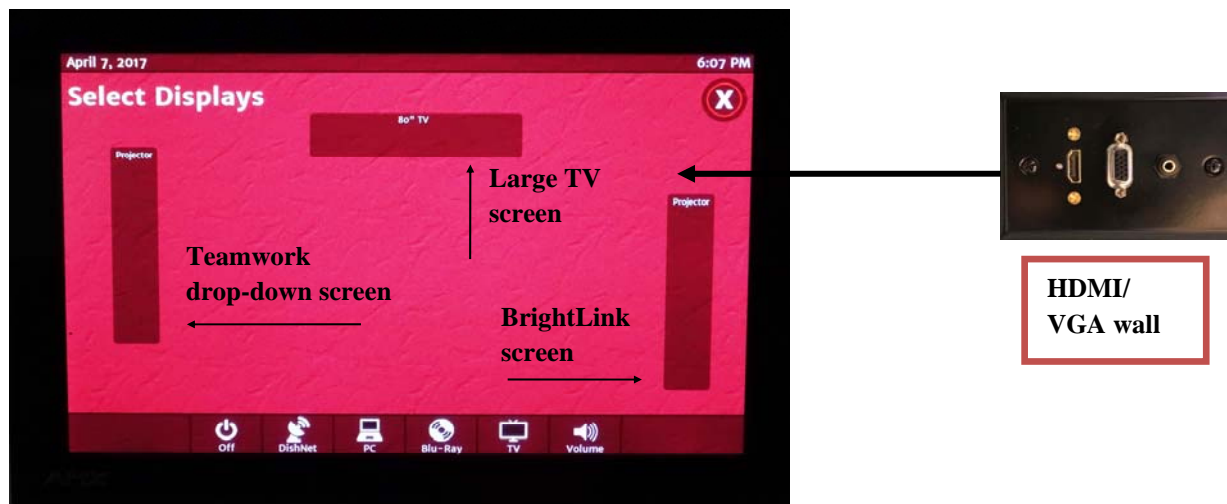
How to project content from your PC using the **Right PC** option

(after you selected PC  from the “PC Selection” page)

- Tap **Right PC** to display the content of your PC using a VGA or HDMI cable hooked up to the outlet on the right wall below the control panel and the Brightlink area




- Pick the display by pressing “SHOW” to access “*Select Displays*”



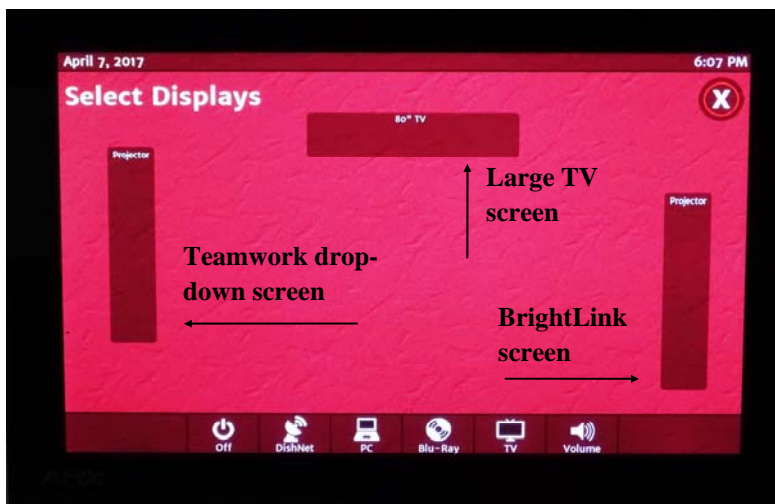
- You can now decide on what screen(s) you want to project by tapping one, two, or all three of the available screens
 - The **LEFT PROJECTOR** is the drop-down screen by the **Teamwork Area**
 - The **80" TV** is the monitor in the center
 - The **RIGHT PROJECTOR** is the **BrightLink** screen

How to use the Blu-Ray player

- If you selected **Blu-Ray**  on the touch-screen, you will see the panel below. Check the box on the shelf to make sure the **power** is **ON**
- You can play any DVD/Blue-Ray DVD, Audio CD, etc. The player is region-free and automatically adjusts to any format (NTSC, PAL, etc)
- You can use the remote control (*oppo*) or the touch-screen below




- Pick the display by pressing “SHOW” to access “*Select Displays*”



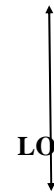
- You can now decide on what screen(s) you want to project by tapping one, two, or all three of the available screens
 - The **LEFT PROJECTOR** is the drop-down screen by the **Teamwork Area**
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How to adjust the *Volume*

- If you selected volume  on the touch-screen, you can control the volume from two separate areas: Teamwork and Brightlink

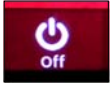


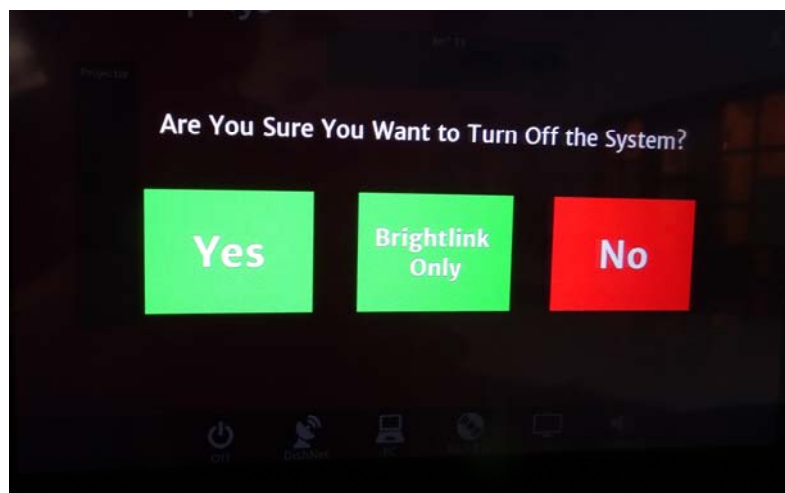
HIGH



LOW

How to turn off the System

- If you selected the *Off* button  on the touch-screen, you will see the panel below.
- Choose the desired option. If you tap *Yes*, all the projectors will shut off and the drop-down screen on the Teamwork area will roll back into the ceiling slot.

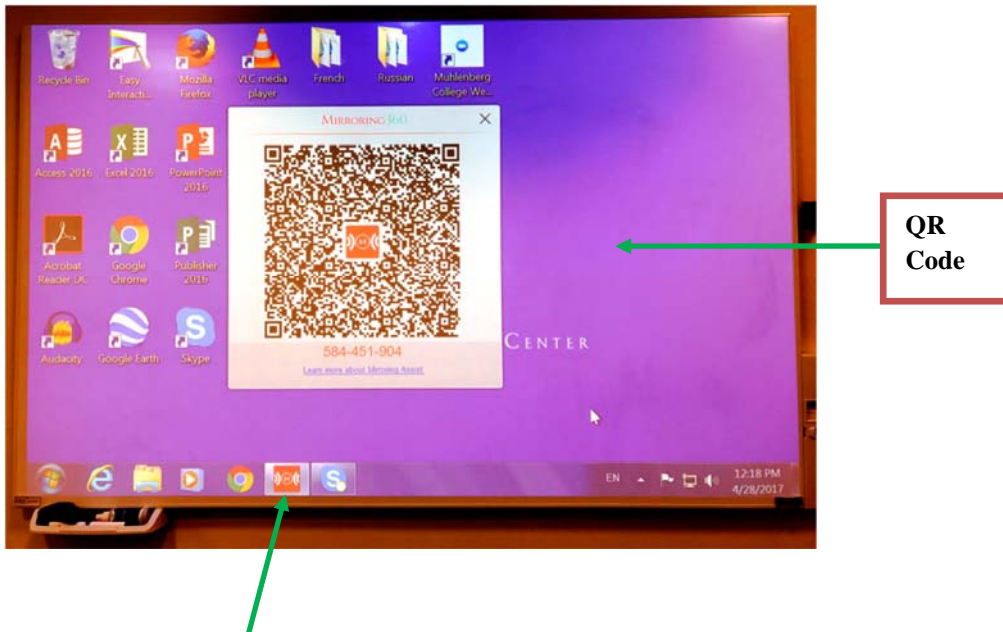


PLEASE NOTE:

- The above procedure to turn off the system applies to the projectors only and does not turn off any of the rack equipment (such as Blu-Ray, PC, or Dish Network)
- The Rack computer PC needs to be *shut down* using its own Windows operating system
- The Dish Network box will time-out and shut-off automatically after 2-hours of inactivity

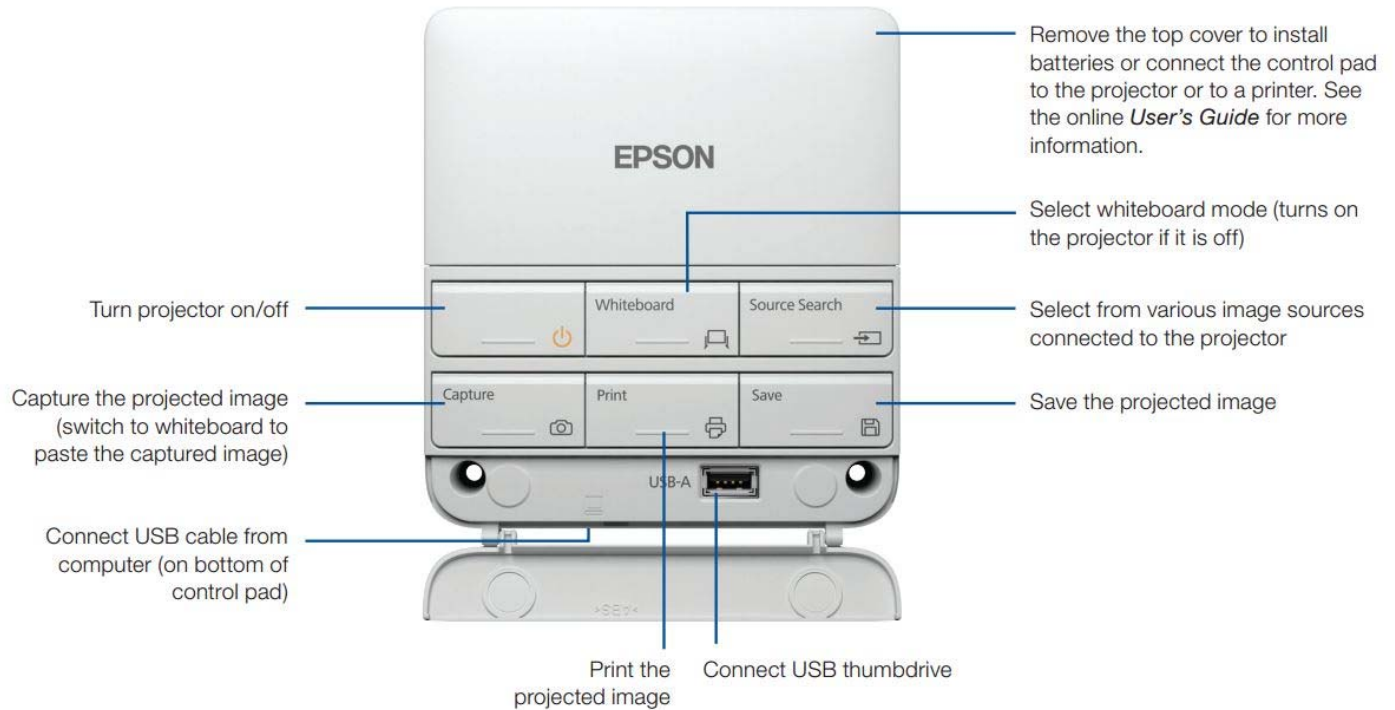
How to use **Mirroring 360** – app installed on *Rack PC* (look for icon)

- This app that allows streaming of mobile devices (via AirPlay)

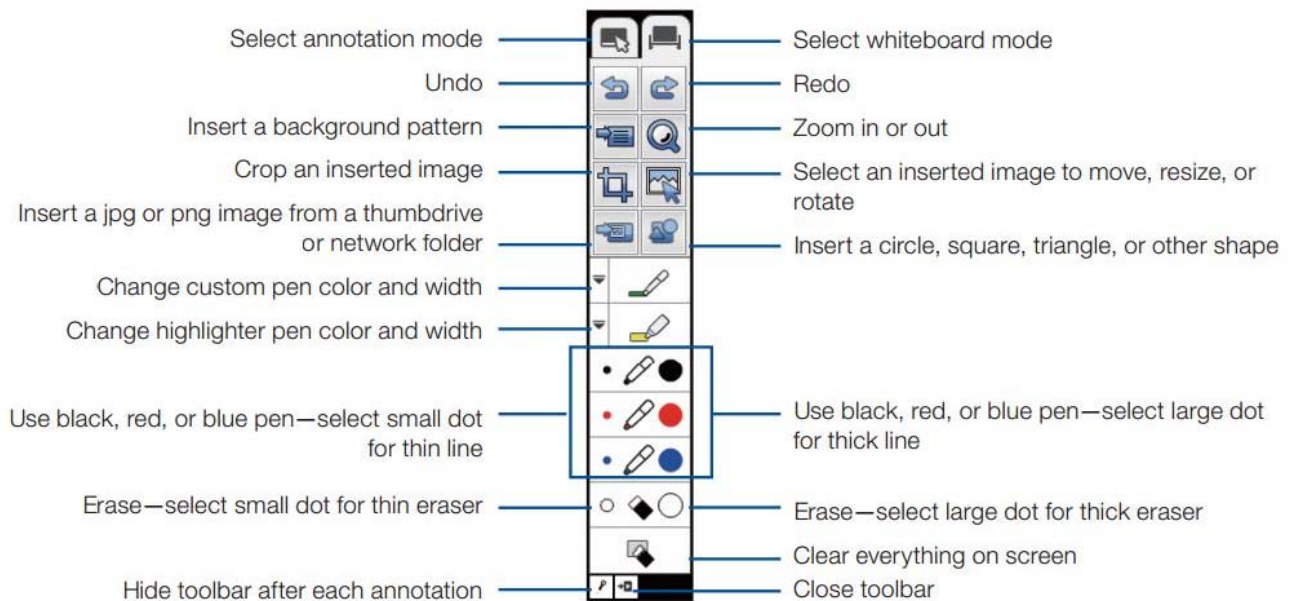


- Click on the icon to open the Mirroring 360 application on the *Rack* computer. You will see our licensed Mirroring 360 QRcode
- To mirror your device (iphone, smartphome, ipad), you must open the app on your device, and scan the QR Code.
- This app uses AirPlay and allows up to 4 devices.
- In order to successfully use Mirroring 360 in the LC Commons, you might have to download the **Mirroring 360 App**, whether it is an Apple or Android.
- Once mirroring is activated, you can engage in any activity you have on your device and have it shown on the computer screen.
Examples: Duolingo, Photoshop, Videos/Pictures, websites, etc.
- You can activate the Brighlink smart board and use it together

How to use the BrightLink Pro Epson boards

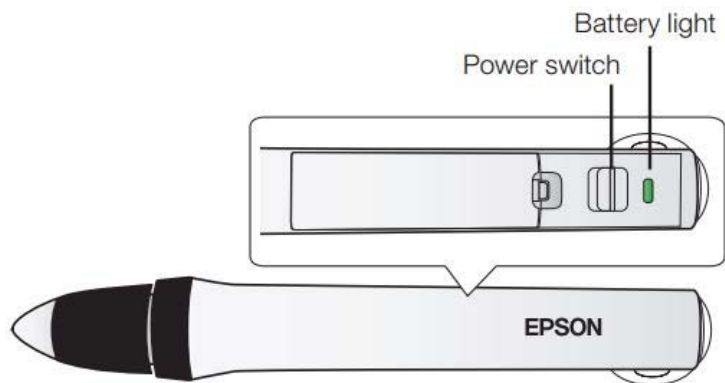


Press the **Whiteboard** button on the remote control or control pad. You see the following toolbars:

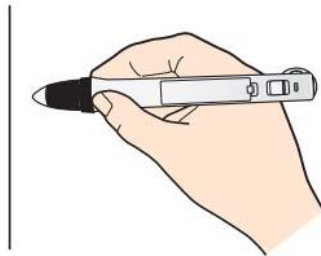


Using the Interactive Pens

The projector came with 2 pens that have different colored ends, orange and blue. Make sure one AA battery is installed in each pen.



- To turn on the pen, slide the power switch. The green light comes on briefly. If the battery is low, the light flashes.
- Hold the pen perpendicular to the board, as shown below. Do not cover the black section of the pen.



Note: The pens turn off automatically after about 20 minutes of inactivity. Slide the switch to turn the pen back on.

To switch the pen from drawing tool to **eraser**, press the power button on the side.



LANGUAGE & CULTURE COMMONS USER GUIDE

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