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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

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

MIDDLE

RIGHT SIDE

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 *Influent* 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

<table>
<thead>
<tr>
<th>Israeli Channels</th>
<th>Arabic Channels</th>
</tr>
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<tbody>
<tr>
<td><strong>Number</strong></td>
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<tr>
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<td>641</td>
<td>MURTV</td>
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<td>ESC-1</td>
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</table>

**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

- Blu-Ray Player
- RACK PC desktop
- Wireless Mouse and Keyboard
- Remote Controls
- Dish Network power button ON/OFF
- Wall outlets for HDMI and VGA cables
- Lower middle wall by large TV
- 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**
  - The **80” TV** is the monitor in the center
  - The **RIGHT PROJECTOR** is the **BrightLink** screen
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
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 QR code.

- To mirror your device (iphone, smartphone, 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:

- Select annotation mode
- Undo
- Insert a background pattern
- Crop an inserted image
- Insert a jpg or png image from a thumbdrive or network folder
- Change custom pen color and width
- Change highlighter pen color and width
- Use black, red, or blue pen—select small dot for thin line
- Erase—select small dot for thin eraser
- Hide toolbar after each annotation
- Select whiteboard mode
- Redo
- Zoom in or out
- Select an inserted image to move, resize, or rotate
- Insert a circle, square, triangle, or other shape
- Use black, red, or blue pen—select large dot for thick line
- Erase—select large dot for thick eraser
- Clear everything on screen
- Close toolbar
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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