

Collaboration Room

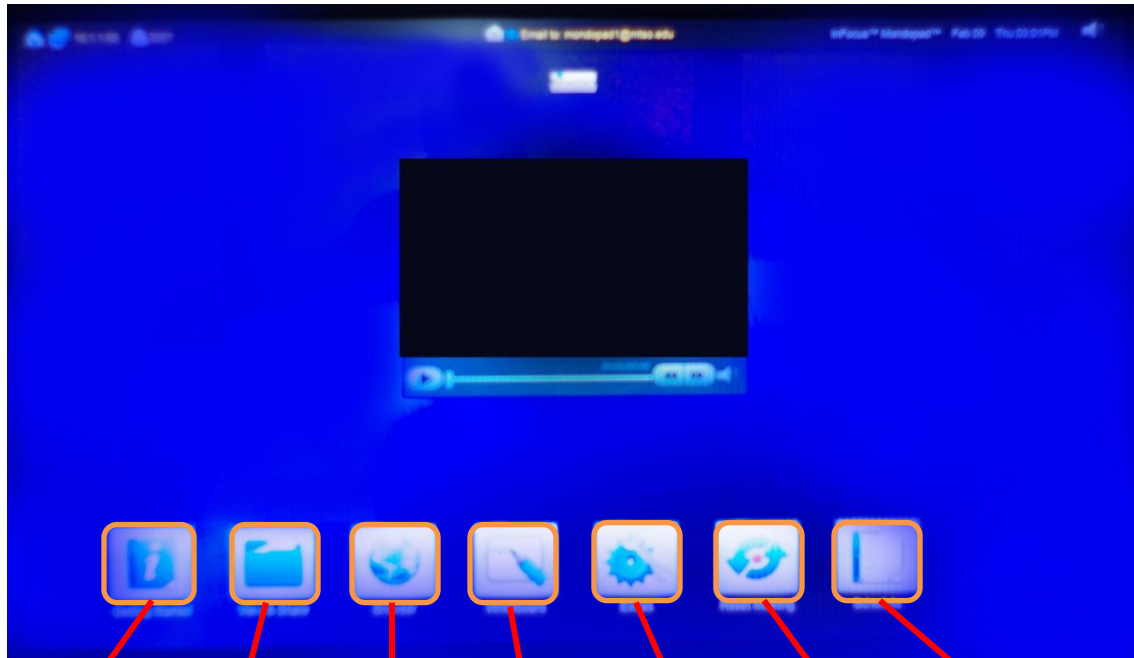
Powering Up: Press the power button on either the remote control or the right side of the Mondopad.

Using the Mondopad's built in functions:

One has the option to use the mondopad as a self-contained, all-in-one, touchscreen computer with the following available functions:

- Whiteboard collaboration
- Office, Excel, and Powerpoint
- Skype video conferencing (using one's personal Skype account)
- Web browsing

After resuming out of sleep mode, the monodopad should display a screen with seven touch-selectable buttons and a quick start video guide. If the screen does not display this way (see image below), please stop and contact IT before proceeding. Most of these main menu features are available at any time while using the Mondopad's built in functions by pressing the up arrow at the bottom of the screen.



Getting Started: Offers instructional materials	View and Share: Access to personal documents and Mondopad handbooks	Browser: Launches the Mondopad Web browser	Whiteboard: Launches the touch screen whiteboard app.	Extras: Offers a list of additional applications including Office products and Skype	Reset Meeting: Clears all materials related to the current whiteboard	Schedule: Administrative scheduling feature (Not used)
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Whiteboard Collaboration:

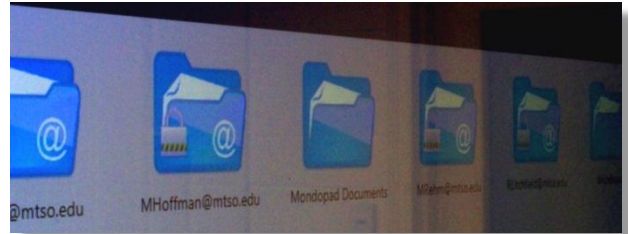
Select the “whiteboard” button from the bottom options on the main menu. A digital white board will appear with multiple features for inkup of a particular whiteboard image or personal documents. For instructions on sending personal documents to the mondopad via email, please see “emailing documents for whiteboard access” below. While in whiteboard mode, files can be accessed from public locations on the mondopad by selecting the “open” button on the tools panel of the whiteboard (left or right side). Files may also be opened from USB drive locations using the “open” function and choosing the appropriate drive location. USB drive access is located on the right side of the Mondopad, near the power button.



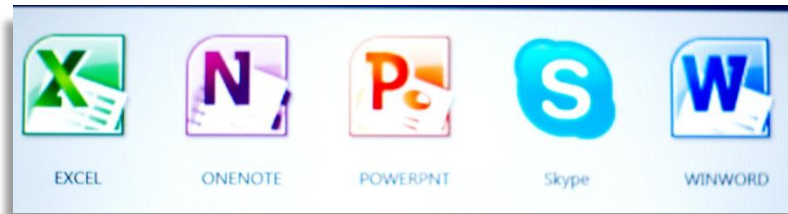
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Emailing documents for whiteboard access:

To send documents via email, one can email materials to mondopad1@mtso.edu for use in the Coffee Shop collab room, or mondopad2@mtso.edu for use in the G142 collab room. However, documents will not be available until you have received a confirmation email that includes a security code for access. Your documents are stored privately and not accessible without this code. It may take several hours for your confirmation email to arrive, so send your materials with plenty of lead time. To access your documents, select the “view and share” button (folder icon) from the main menu. Your documents will be stored in a folder with your email address, and can only be accessed using the passcode sent in the confirmation email. These files can be opened directly from the folder, and are then opened for markup in the appropriate program.



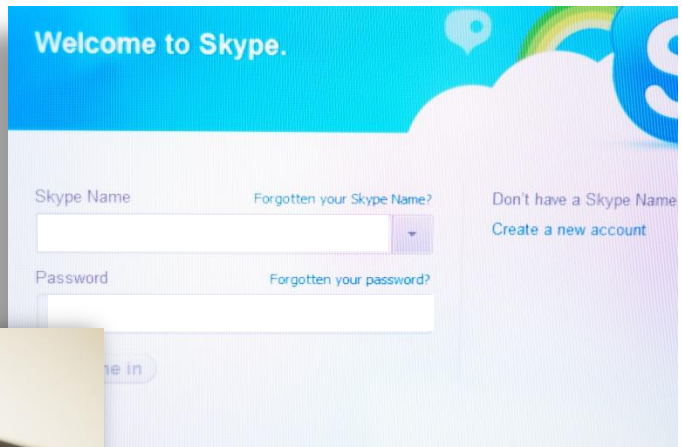
Extra Features:



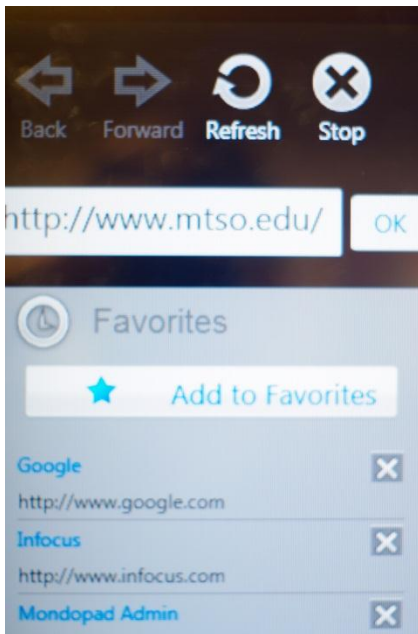
From the main menu, select the cog and wrench icon labeled “extras”. This will include Microsoft Office products (Word, Excel, One Note, and Powerpoint) and Skype* (shown right). These products will operate in largely the same way they do on

another machine with the mondopad’s mouse and keyboard. However, there will be some enhanced touch functionality on the mondopad such as the advance of slides in Powerpoint or document markup in One Note and Word.

* Using Skype requires a personal Skype account. You will need to enter your personal Skype information in the fields provided to log on. The USB webcam and microphone are located on top of the Mondopad (see image below).



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Browser: The mondopad's built in browser feature is a convenient way to access the internet during collaboration sessions or presentation without needing to use the mouse or keyboard. A touch-screen keyboard is offered for text entry into the fields for browsing.

Using the Mondopad to display collaborator screens:

G142 – Connect a single computer (either HDMI or VGA) to the input jack located on the wall under the Mondopad. A VGA cable with audio is provided in the classroom. (Be sure that the cable connections are properly aligned before applying any force to the connectors.



Failure to observe caution may result in bent connectors and a failure of the equipment.) Connect the VGA cable to the VGA input on the wall, and the output from the laptop. Plug the audio cable (on the VGA cable) into the audio jack on the wall plate in the headphone jack of the laptop.

If using HDMI from your laptop to the Mondopad no audio cable is needed, but you will need to provide your own HDMI cable.



Once the connection is made and the laptop turned on and logged in, select the "VGA" input from the list of input options by pressing the INPUT button on the Mondopad remote and using the remote's down key. Be sure to press the INPUT button and not the INPUT PNP button (located under the INPUT button).

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Coffee Shop Collab Room – The Coffee Shop collab room can connect up to six Laptop VGA connections using the tabletop panels and a mounted switch under the straight side of the table. VGA cables with audio are provided in the collab room. Connect the VGA cable to one of the VGA inputs on the table, and the output from the laptop. Plug the audio cable (on the VGA cable) into the audio jack on the table plate in the headphone jack of the laptop. Select between the different computers by pressing the corresponding button on the input switch (1-6).



Once the connection is made and the laptop turned on and logged in, select the “VGA” input from the list of input options by pressing the INPUT button on the Mondopad remote and using the remote’s down key. Be sure to press the INPUT button and not the INPUT PNP button (located under the INPUT button).

Powering Down:

The Mondopad will enter a “deep sleep” mode whenever the power button on the right side of the Mondopad or remote control power button are depressed.