

Display Settings for Substitute Devices

Do not make changes to display settings on teacher's Surface tablets as it will affect your teacher when he/she returns.

Classroom teachers have a variety of monitor and display configurations. When docked, you may find that the monitor, Surface tablet and projector screens are all different, all the same, or a combination of the two. It may even be set so that the Surface screen is disabled (goes dark) when docked. If you get stuck, ask for help from a classroom near you!



Mirrored Displays

Some teachers choose to mirror, or duplicate, what is seen on the Surface and large monitor. A mirrored desktop is useful for connecting to a projector for classroom display. What is seen on your screen, is what students see on the display screen.



Extended Displays

Some teachers want to increase their desktop area and will extend the desktop across all displays, so that programs can be moved back and forth between the different displays. For example, you can use Microsoft Office OneNote to take notes on your mobile PC while presenting information to colleagues on an external display that everyone can see.

When in extended mode, you may open a program and not have it show on the projected screen until you drag it over. To drag a program window, click on the top edge of the window, and while holding down, drag off the side of the Surface until it shows on the projected Screen.

Document Cameras



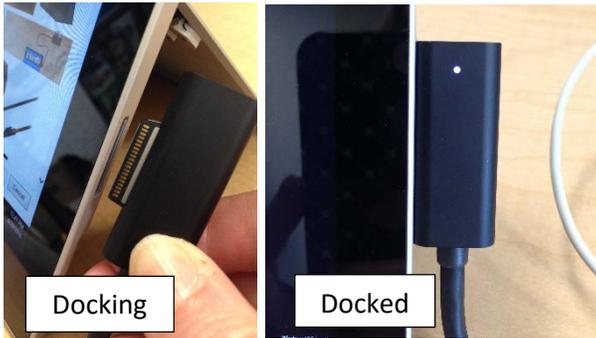
We have two brands of document cameras in our district. Lumens brand cameras will show your document when the projector is on without using software. You will switch between display of your document and display of your computer screen by pushing the source/enter button on the camera, or the source button on your projector.

The Hovercam document camera will only display by using the HoverCam Flex10 software on your computer. Place your document under the Hovercam, open the FlexCam software on your computer, and display your computer screen on the projector to show the document. If you get a message about an update, press cancel.



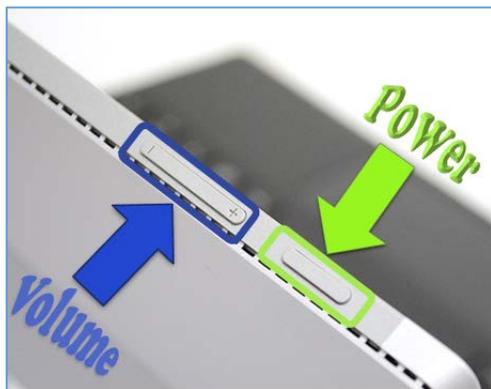
Surface Quick Start

Pull out the kickstand on the back of the tablet and set the tablet up on the desk.



If you plan to use the projector, turn that on before connecting and starting up the Surface tablet.

Connect the Surface to the docking station to use the large monitor, keyboard and mouse. Insert the thin metal strip on the docking station cord into the longest slot on the right edge of the tablet.

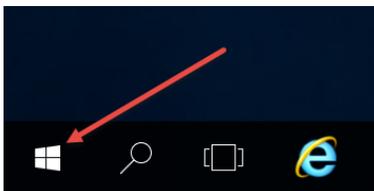


Push the power button on the top left edge of the tablet to turn it on.



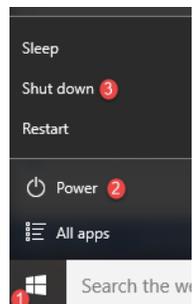
When you see the login wallpaper, click the screen or press enter on the keyboard.

Click **OK** on the user policy acceptance page, and the login using your district provided login and password.



To find programs, click the Windows start button, and *without clicking in the search box*, use the keyboard to type in the name of the program you want. This will put the program you are looking for at the top of the list that displays. Click the program, or touch it on screen, and it will open.

- To read email, type in **Outlook** (walk through the set up wizard for first use: next, next, next until you see finish).
- To take attendance type in **Internet Explorer** or **Chrome**.
Then use the link on the Staff Home page to open Aspen.



When done for the day, click the Windows start button, and click **Power**.

Choose **Shut down**. Wait for the Shutdown process to fully complete before you close the tablet screen.

If you borrowed a substitute tablet from the school office, return it to the office before you leave for the day.