






A Guide to Your Technology Enhanced Workspace



-  Video share using Skype
-  Teleconference
-  Browse the web and display documentation
-  Connect personal devices and collaborate
-  Annotate using the Whiteboard feature

Starting the system:

- Power on the system by using the remote control.
(Start-up may take up to 30 seconds to complete).
- Ensure the mouse is powered On.
- Browse the web by clicking the “Firefox” icon.
- Annotate by using the “Whiteboard” icon.
- Video share by clicking the “Skype” icon.



Remote Control, Wireless Keyboard, Mouse

Device Connections:

- The workspace accommodates 2 HDMI inputs, 2 VGA with audio inputs, and 4 individual power sources.
- There is also a telephone, which can be used for teleconferencing.
- Once your device is connected via HDMI or VGA cable, simply depress the cable button to display on the Mondopad screen.
- **NOTE: You will also have to use the remote control to select “input” and move the arrow button to the “HDMI Input 1” option on the display.**



Telephone and device connections



Video Sharing with Skype:

- Begin by clicking the Skype icon to open a new session.
- Enter your Skype username and account password.
- Skype will begin, allowing you to video-conference.
- When you are finished you **must** click “Sign Out” from the available options.



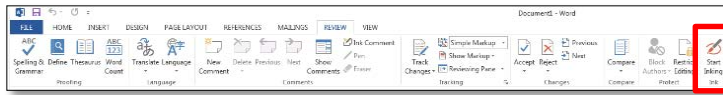
Browsing the Internet

- Begin by clicking the Mozilla Firefox icon.
- The browser will open and allow you to navigate to any site you want to view.



Using the Annotation Whiteboard:

- Begin by clicking the Whiteboard icon.
- The annotation area will be viewable on the side of the screen.
- You are able to mark up documents using the available tools.
- You may also open Microsoft Office Word and use the marking feature there if you prefer. Select the “Review” tab and click “Start Inking”.



Viewing Documents from a USB Flash Drive:

- Begin by inserting a USB flash drive into the right side of the Mondopad screen.
- Next, click the “View and Share” icon. The screen will allow up to two inputs at once.
- Click the USB icon located on the left side of the screen.
- Select the appropriate file that you wish to view.
- Simply remove the USB flash drive from the Mondopad when you are finished.



Using Microsoft Office (Word, PowerPoint, Excel):

- Begin by clicking the appropriate Office icon on the toolbar.
- If you do not see the icon on the toolbar, simply click and drag the toolbar to the right. If an application is running, you may not see all available options on the screen (without scrolling).
- You may save any document you created to a USB flash drive.

Printing:

- You are able to print Microsoft Office Documents on the twelfth floor.
- You will need to know which printer is assigned (see below).
- There are two (2) assigned printers:
 - **Printer A** is located across from 1219 and should be used for printing from the following rooms: 1218, 1219, and 1222.
 - **Printer B** is located across from 1209 and should be used for printing from the following rooms: 1205, 1206, 1208, 1209, and 1210.

Shutting the system down:

- Begin by clicking the “Extras” icon on the toolbar.
- Next, click “Shutdown” on the left side of the screen.
- Click “Yes” when prompted.

