After entering the TEAL classroom, walk over to the podium and touch the screen.

Click Collaboration Mode
This is what you should see

Next click bottom right corner: “Mode Select Instructor”
If you want to display your laptop around the room do the following:

1. Connect HDMI or VGA cables to your laptop [note: use HDMI cable that has “laptop” written on end of wire].
2. Click on laptop on TEAL screen

3. Important next step: click on either “All Projectors” or All Flatscreens” or both
4. Wait for 2-3 minutes for screen to turn on and show laptop screen.

You can now start your presentation from your laptop.
If you want to write on a white-board and project yourself and your writing around the class, take the following steps:

1) **Click on “Mode Select”**

2) **Click on Whiteboards**
3) Pick a whiteboard (W1, W2, W3..W8 are each located at different points in the room)

4) For example: pick W7
5) This is what you should see

6) Click on “View”
7) Important next step: Click on “View on all projectors”

8) Wait for 2 minutes. Projectors will come down and show W7 (which already has writing on it).
9) If you want to project W7 on All the Flat-screens click on “View on All Flat-screens”

10) Now W7 is everywhere.
    You can still write on W7 as the projectors don’t cover the W1-W8 boards).
Switching back to show your laptop on the screens.

1) Click on center of screen “Return to previous”

2) Click on “Mode Select”
3) Click laptop

4) Click on “All Flatscreens” or All Projectors: or both
5) Now you have laptop on the Flatscreens and W7 on the projectors