

# Smart Classroom Instructions

SH 108

If you are having difficulties using equipment in this room, call extension **3166**

## Powering Up the System

- 1) Press the **ON** button on the white console control panel.



## Adjusting Audio

- 1) After selecting your desired device, adjust audio by pressing the **Speaker Up or Down** buttons (located below the ON/OFF buttons)



## Using the Blu-Ray/DVD Player

- 1) Press the **DVD button** on the white console control panel. This will illuminate the controls on the right-hand side of the white console control panel.
- 2) Insert your Blu-Ray or DVD and begin playback. Use the buttons on the white control panel (Menu, Fast Forward, etc.) to control playback.

When finished, press **Eject** and retrieve your disc.



## Using a Laptop

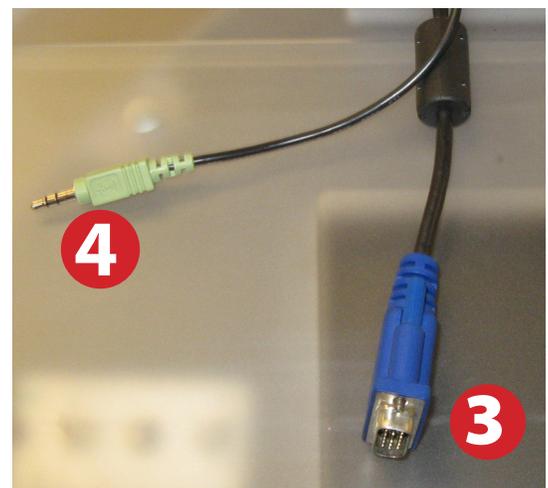
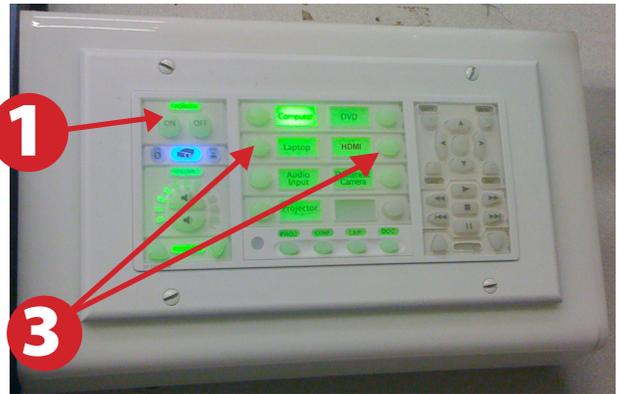
- 1) Press the **On** button on the **Control Panel**.
- 2) Shut down your laptop.
- 3) Plug in a **VGA video cable**. Connect the cable to your laptop and then press the Laptop button on the **Control Panel**.

Additional inputs on this panel (VGA, minijack Audio, USB and ethernet network (RJ-45) are also available for laptop connections.

*Please note: the Laptop Video cable is VGA-compatible only.*

*Certain laptop models will require a DVI-to-VGA adaptor or a Mini-VGA adaptor. Consult your owner's manual for further information.*

- 4) For laptop audio output, connect the **laptop audio cable** to your headphone jack. Make sure your laptop's audio is not muted.
- 5) Connect your laptop's AC adaptor to a power outlet and start up your laptop.
- 6) If you still do not see an image, refer to the **laptop troubleshooting section** later in this guide.
- 7) When finished, shut down your laptop and disconnect all cables.



## Using the Document Camera

- 1) Press the Document Camera Button on the white control panel.
- 2) Power on the **Document Camera**. Note that the document camera overrides the computer, and there is no need to have the computer turned on to use the document camera.
- 3) Press the **Live/Win** button to switch between showing the Windows desktop and showing the camera image full-screen.



## Laptop Troubleshooting

**For PC Laptops:** Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along the top of the keyboard. Look for the text **CRT/LCD** or an icon of a **display and a laptop**.



Examples of video toggle keys

**For Mac Laptops:**

- 1) Go to **System Preferences/Display**.
- 2) Select the **Arrangement** tab and check the **Mirror Displays** box.



## Powering Down the System

- 1) Power down computer. Go to **Start Menu -> Shut Down -> Click OK**
- 2) Press and hold the **Off button** on the white control panel for three seconds.



## Who to Call for Assistance

If you are having any difficulties using equipment in this room, call extension **3166**