Smart Classroom Instructions

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

Projector

1) Point the Epson remote at projector on ceiling and press the power button once. *NOTE: Projector will take 30 seconds to power up.*
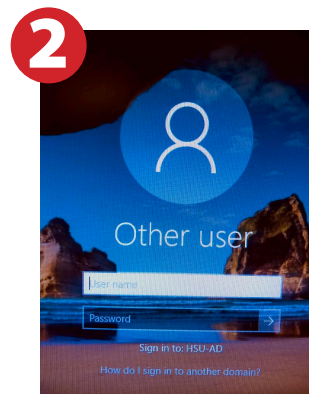
2) Lower screen using switch on the wall.

Using Console Computer

1) Press **Power** button.

2) Follow login instructions for:

   Windows

   a. Click OK

   b. Enter user name and password

   c. Click Arrow or hit Enter key.

Using a Laptop

1) Shut down your laptop.

2) Connect the Laptop Video cable to the video output port on your laptop.
   Please note: There are two options available VGA or HDMI.

3) For Internet, connect to the eduroam wifi network.

4) Connect your laptop's AC adapter to a power outlet and start up your laptop.

5) If you still do not see an image, refer to the laptop troubleshooting guide later in these instructions.

6) When finished, shut down your laptop and disconnect all cables.

7) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, Powering Down the System.

Mixer (sound volume)

1)   PODIUM MIC level knob is for wired podium Mic volume. *Note: Recommend turned down unless specifically in use to prevent feedback noise.*

2)   COMPUTER Level knob is the volume over the speakers from the console PC.

3)   LAPTOP level knob is volume for audio from the laptop audio cable.

1) Turn on the Video Camera using the power button on the camera <u>Remote Control</u>. *NOTE: Camera will take 30 seconds to power on and initialize.*

2) Camera will rotate and focus on a default view of the entire room. A single blue power light indicates the camera is on and ready.

When the Camera is turned **off** it will go into standby (green light and blue light are both on)

3) The camera view angle and zoom can be adjusted from the remote using the arrow and zoom buttons.

4) Audio is through a ceiling mounted real-time steering array microphone. There is no need to adjust or power on the unit it will automatically function as the default microphone source for any web conference software (Skype, Zoom, etc.) used from the PC.
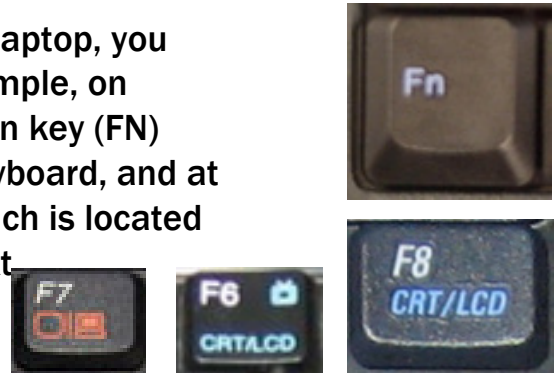

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Use the arrow keys to aim the web camera

ON

❷

OFF/STANDBY
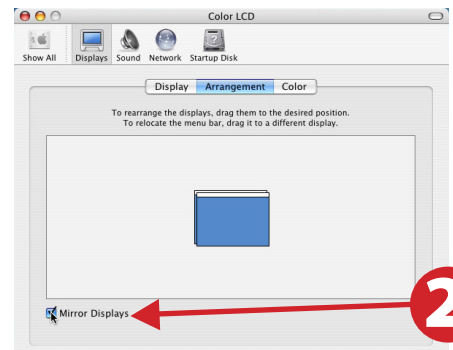
Laptop Troubleshooting

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) Point the Epson remote at the projector on the ceiling. Press the power button to shut down the projector.

2) Power down Computer

    Windows:

    Start Menu -> Shut Down -> Click OK

3) Raise screen

Who to Call for Assistance

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