Smart Classroom Instructions

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

Projector

1) Press **Start** to activate tablet

2) Press **Main Projector Power** to turn on the projector for the middle screen.
   Press **Side Projector Power** to turn on projectors for the two side screens

3) **Drag** Computer, Blu-Ray, HDMI, etc. to the **box in the left** for the main projector, or the **box on the right** for the side projectors. You can have multiple sources on multiple screens this way.

Using Console Computer

1) Slide Computer to the main/side projector (or both.)

2) Press **Power** button (in the upper right corner)

3) Follow login instructions for:

   Windows
   a. Control - Option - Delete
   b. Click OK
   c. Enter user name and password
   d. Click Enter

Using a Laptop or HDMI Device

1) Shut down your laptop.

2) Drag Wireless or HDMI Laptop to main or side projector (or both)

3) Connect the Laptop Video cable or HDMI cable to the video output port on your laptop.

4) Connect your laptop's AC adaptor 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. Please set the video switch back to Computer for both projectors.

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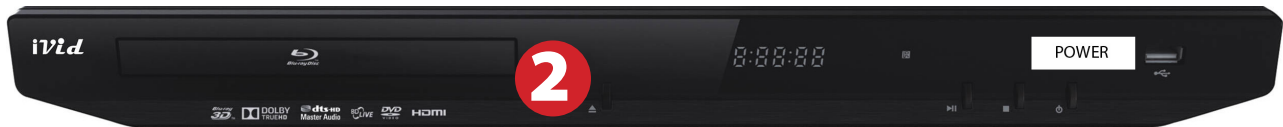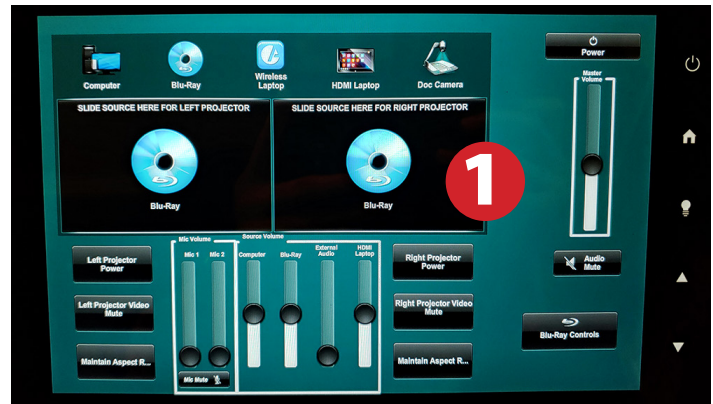

LAPTOP VIDEO

Using the Document Camera

1) Drag Doc Camera icon to the center of the tablet

2) Power on the Document Camera. Note that there is no need to have the computer turned on to use the document camera

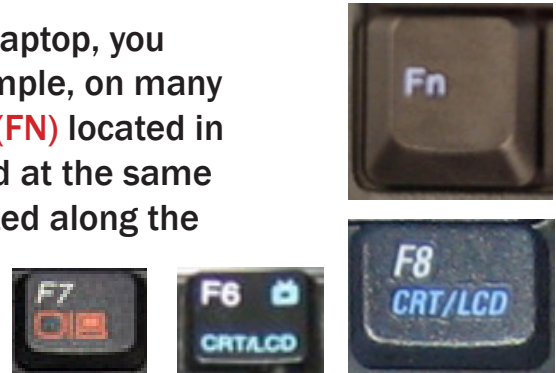## Blu-Ray/DVD

1) Drag Blu-Ray icon to main, side (or both) projectors

2) Insert media

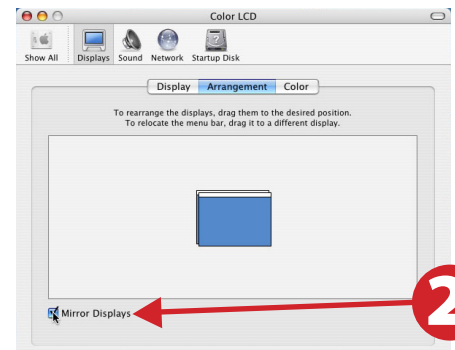3) Press Blu-Ray controls to access controls.

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.

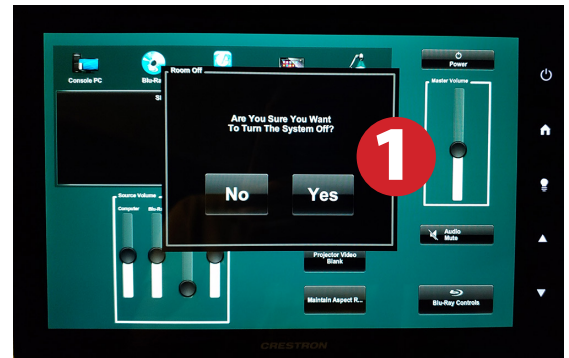2) Select the Arrangement tab and check the Mirror Displays box.

Powering Down the System

1) Press Power at the top right corner, then press Yes

2) Power down Computer

   Windows
   Start Menu -> Shut Down -> Click OK

Who to Call for Assistance

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