

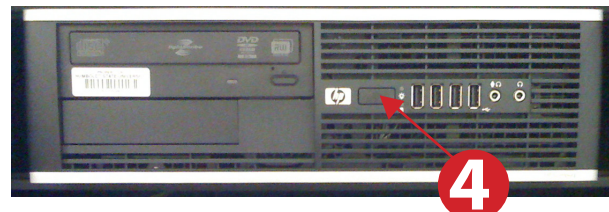
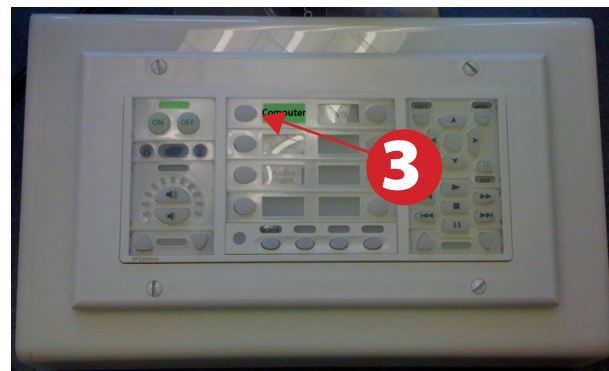
# Smart Classroom Instructions

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

## Powering On the Computer and Projector

- 1) Lower projector screen manually.
- 2) If the computer is not powered on, check to see that the **power switch** (located at the bottom left side of the Tripp-Lite surge protector) is in the **ON** position. *If the switch was in the **OFF** position, this will start up the computer.*
- 3) Press the **ON** button on the white console control panel to power up the projector and control panel input buttons. The control panel will default to **Computer**.
- 4) If a blue screen is all that's visible on the projector screen, double-check that **Computer** is selected on the Control Panel and that the computer is powered on.

*The computer power button is to the right of the HP logo*



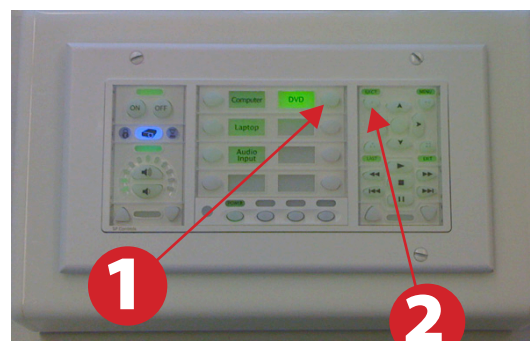
## Adjusting Audio

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



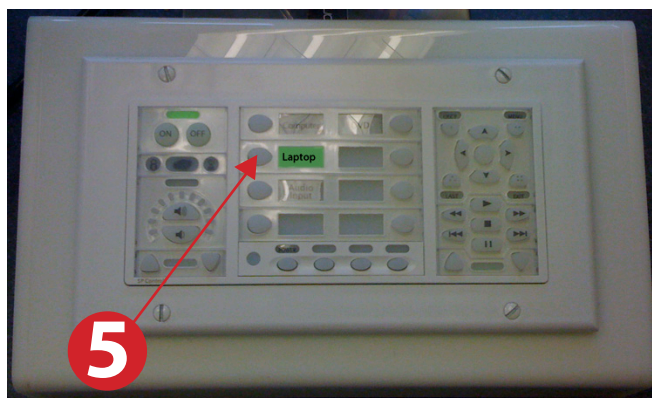
## Using the Blu-Ray/DVD Player

- 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) Press the **Eject button** on the white control panel and insert your Blu-Ray or DVD. Press the **Eject button again** to retract the tray 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, then press **Eject** one last time to retract the tray.



# Using a Laptop

- 1) Shut down your laptop.
- 2) Connect the **Laptop Video cable** to the video output port on your laptop.  
*Please note: the Laptop Video cable is VGA-compatible only. Certain laptop models will require a DVI-to-VGA adaptor, a Mini-VGA adaptor, or a DisplayPort-to-VGA adaptor. Consult your owner's manual for further information.*
- 3) For Internet connectivity, connect the **green laptop network cable** to your laptop.  
*Please note: you will need to "register" your laptop before connecting to the campus network. Contact your college ITC or the Help Desk for further information.*
- 4) For laptop audio output, connect the **laptop audio cable** to your laptop's headphone jack. Make sure your laptop's audio is not muted.
- 5) Press the **Laptop button** on the on the white console control panel.
- 6) Connect your laptop's AC adaptor to a power outlet and start up your laptop.
- 7) If you still do not see an image, refer to **laptop troubleshooting guide** on page 3.
- 8) When finished, shut down your laptop and disconnect all cables.

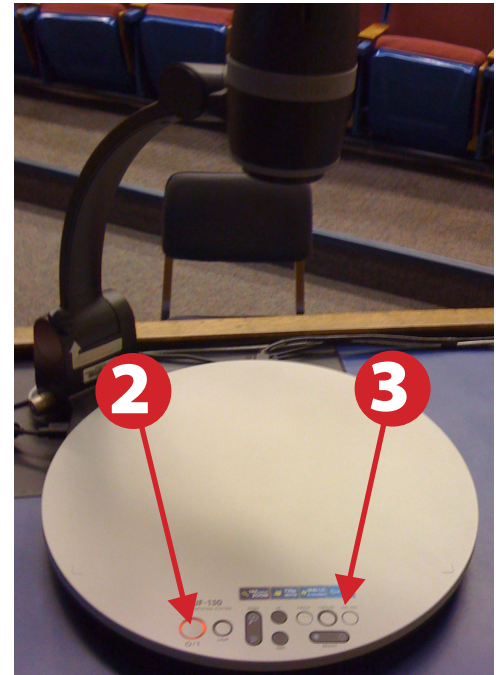
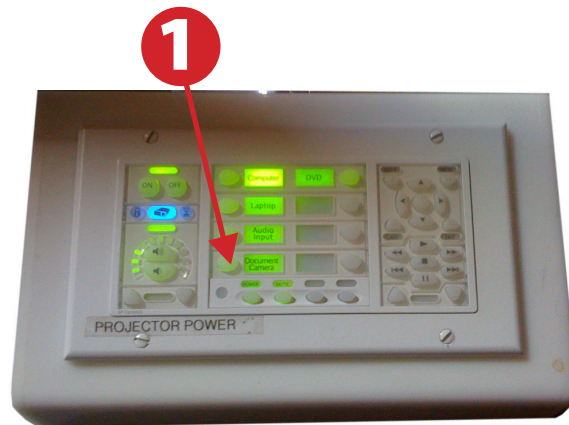


# Using the Document Camera

- 1) Press **Document Camera** on the white control panel.
- 2) Power on the **Document Camera**.

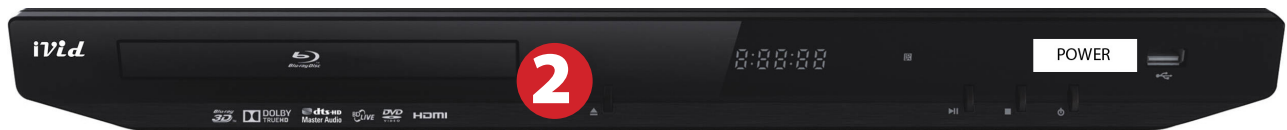
*Note that the Document Camera overrides the computer, and there is no need to have the computer turned on to use the document camera.*

- 3) Press the **Live/Win** button to switch between showing the Windows desktop and showing the camera image full-screen.



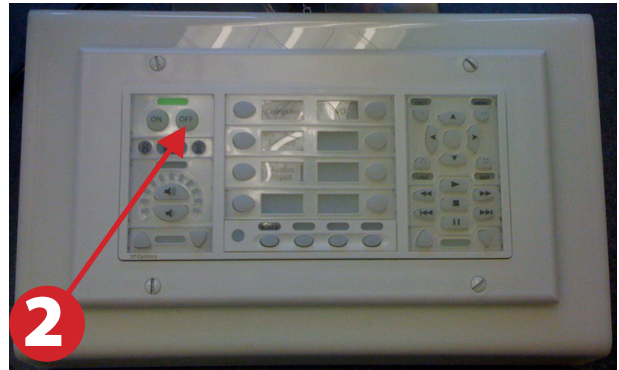
# Playing a DVD/Blu-Ray

- 1) Press **DVD** on the white control panel.
- 2) Insert media
- 3) Use the remove control to utilize features.



# 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.
- 3) Raise screen manually.



# 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**.

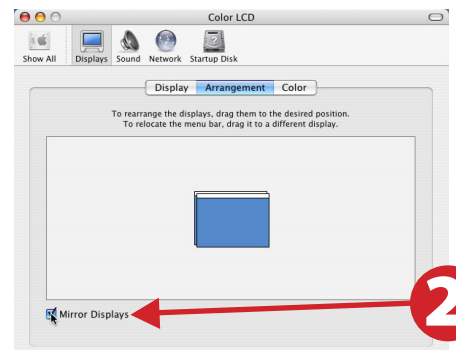


Examples of video toggle keys

**For Mac Laptops:**

Go to **System Preferences/Display**.

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



**These instructions are applicable to the following Smart Classrooms:**

Founders Hall 108, 178, 181, 204, 235, 236 • Siemens Hall 002, 120, 128

Forestry 201 • ScienceA 460 • Theatre Arts 114