

Smart Classroom Instructions

MUSIC 130

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

Projector

- 1) To start the projector, press the On button on the white video switch box.
- 2) Lower screen using switch on the wall.



Using Console Computer

- 1) Depending on your choice of PC or Mac, set video switch to **Podium Computer** or **Mac**.
- 2) Power up the PC, the Mac Mini (or both). You may switch between computers by selecting the Mac or PC buttons on the white video switch box.
- 3) Follow login instructions for:
 - Mac**
 - a. Enter user name and password
 - b. Click enter
 - Windows**
 - a. Control - Alt - Delete
 - b. Click OK
 - c. Enter user name and password
 - d. Click Enter



Using a Laptop

- 1) Shut down your laptop
- 2) Press Laptop button on control panel
- 3) Connect the **Laptop Video cable (VGA or HDMI)** 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 or a Mini-VGA adaptor. Consult your owner's manual for further information.
- 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.
- 7) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, **Powering Down the System**.



Sound and DVD/Blu-Ray

Playing a DVD/Blu-Ray

- 1) Set display switch box to **Blu-Ray**
- 2) Insert media.
- 3) Use on-screen controls to control playback

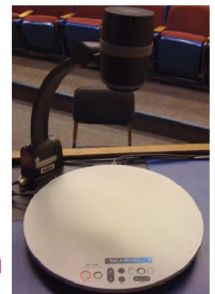


Using the Headphone Minijack

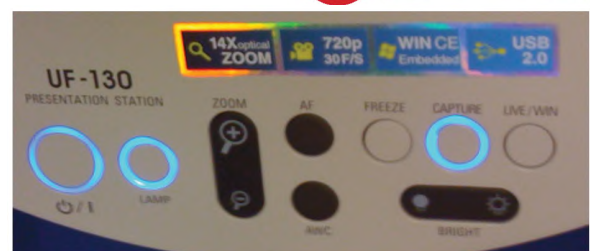
- 1) Set white control panel to **Audio Only**
- 2) Connect minijack to device
- 3) Adjust volume

Using the Document Camera

- 1) Set display switch box to **Document Camera**.
- 2) Power on the **Document Camera**.
Note that 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.

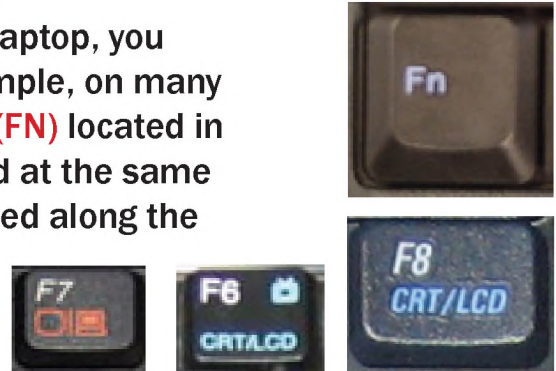


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Laptop Troubleshooting

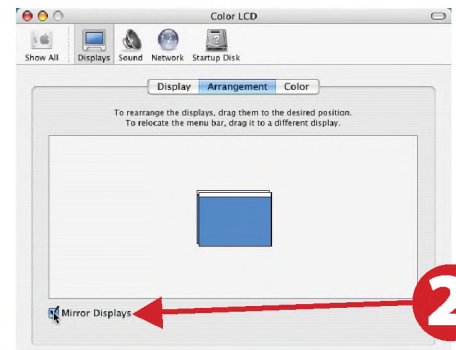
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along the 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 the Off button on the control panel to shut down the projector
- 2) Power down Computer

Windows

Start Menu -> Shut Down -> Click OK

Macintosh

Apple Menu -> Shut Down



Who to Call for Assistance

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