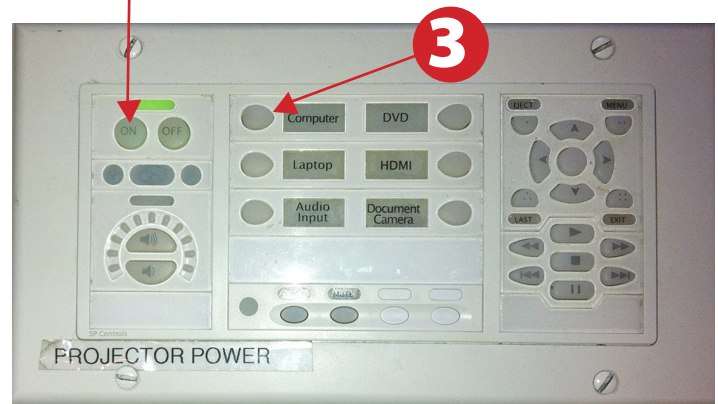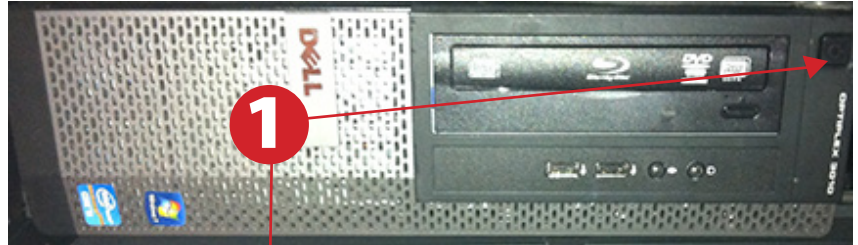# BSS 162 Smart Classroom Instructions

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

Powering On the Computer and Projector

1) Press the **Power** button on the computer and the **ON button** on the white console control panel.

2) If it is not lit, press the **Computer** button on the white console control panel.

3) Press the **Projector** button on the white console control panel.

4) If the computer and console fail to power up, check the **main power switch** located at the bottom of the cabinet, which should be glowing red.
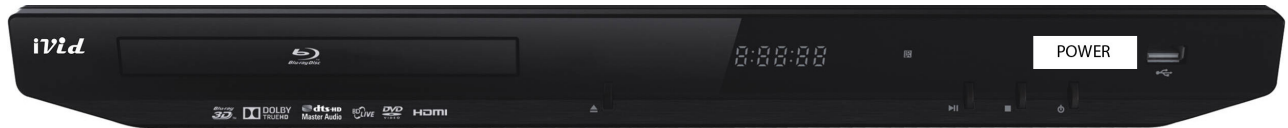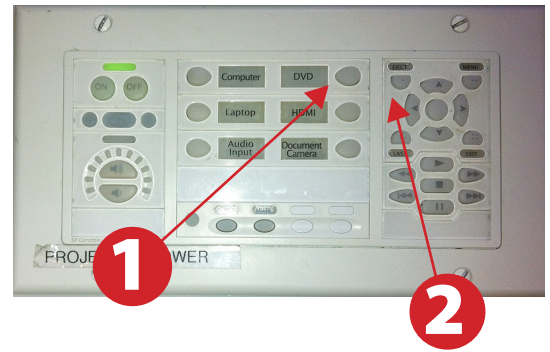
Using a Laptop

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 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 an HDMI device

An HDMI cable is provided for connecting devices such as some laptops, iPads/iPhones and Android devices.

1) Set video control panel to **HDMI**

2) Connect your device to the **HDMI cable**.

Please note: Certain devices, such as iPhones and iPads, will require an HDMI adaptor. Consult your owner's manual for further information.
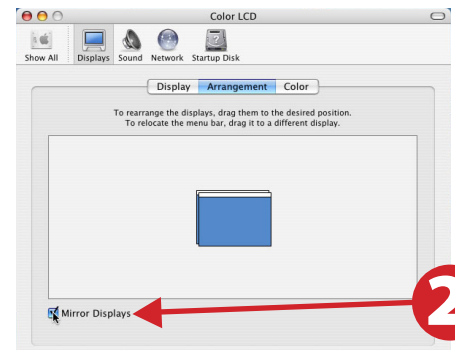
Laptop Troubleshooting

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.**

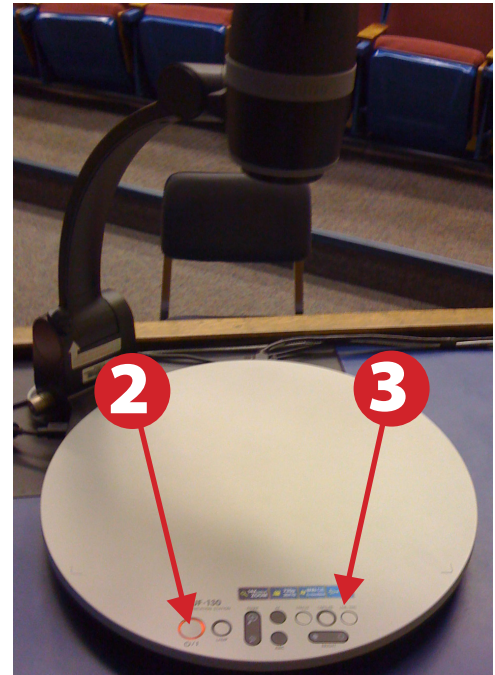2)   Select the **Arrangement** tab and check the **Mirror Displays** box.
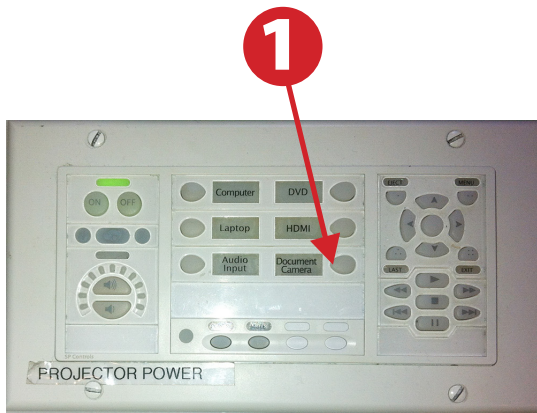
Using the Document Camera

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.

Powering Down the System

1) Power down computer.
   Go to **Start Menu -> Shut Down -> Click OK**

2) Press the **Off button** on the white control panel.

These instructions are applicable to the following Smart Classrooms:

BSS 162

Fall 2016