

Smart Classroom Instructions

FOUNDERS HALL 125

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

Projector

- 1) Point **Epson Projector** remote at projector and press **Power** button
- 2) Lower screen
- 3) Set switch to desired device –
Computer, Laptop, Blu-Ray, Document Camera

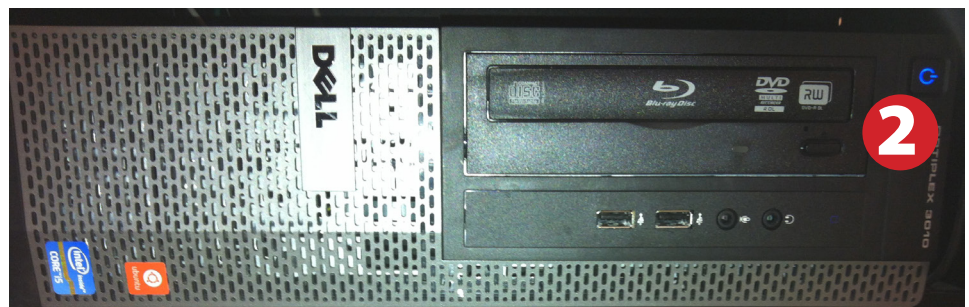


Using Console Computer

- 1) Set switch to Computer
- 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

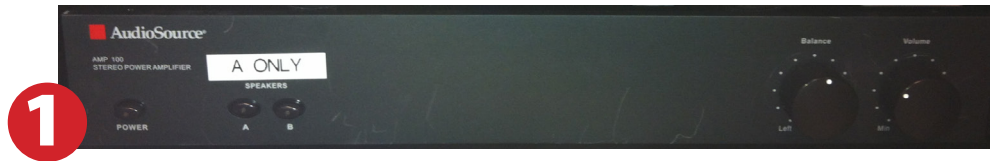
- 1) Shut down your laptop.
- 2) Set display switch box to:
Laptop
- 3) Connect the **Laptop Video cable** to the video output port on your laptop.
Please note: the Laptop Video cable is VGA-compatible only. Certain laptop models will require a DVI-to-VGA adaptor or a Mini-VGA adaptor. Consult your owner's manual for further information.
- 4) For Internet connectivity, connect to HSU Wireless or 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.
- 5) For laptop audio output, connect the **laptop audio cable** to your headphone jack. Make sure your laptop's audio is not muted and that the speakers are powered on.
- 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 the **laptop troubleshooting guide** later in these instructions.
- 8) When finished, shut down your laptop and disconnect all cables.
- 9) 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

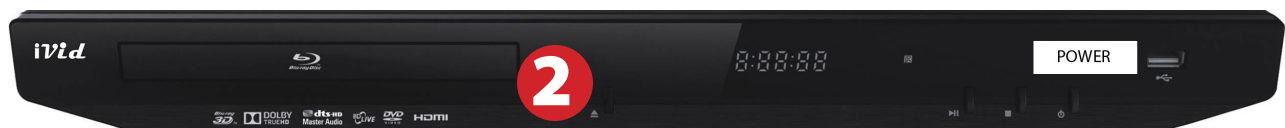
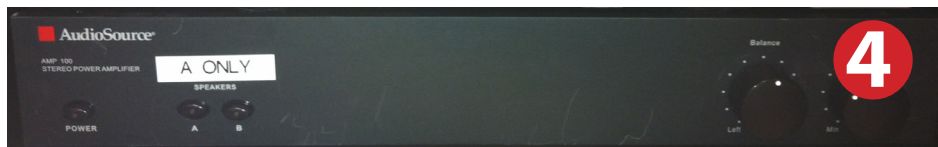
Amplifier (sound)

- 1) Press **Power** button on left end of amplifier.
- 2) Make sure the **Speakers** button is set to A.
- 3) Adjust volume as needed.



Playing a DVD/Blu-Ray

- 1) Power on and control the Blu-Ray Player using the remote control
- 2) Insert media
- 3) Set video switch box to Blu-Ray
- 4) Set amplifier to Blu-Ray



Using the Document Camera

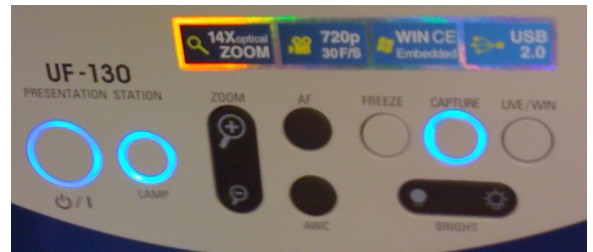
1) Set display switch box to **Doc Camera**.



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.



Laptop Troubleshooting

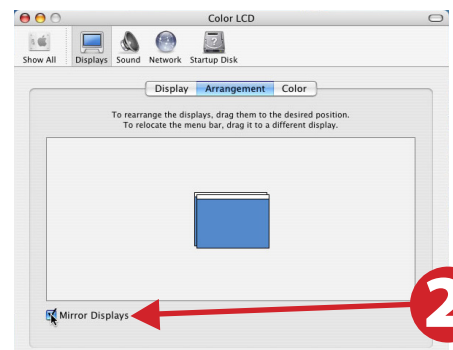
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along the 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) Obtain the **Epson remote**, and point it at the projector on the ceiling. Press the **power** button until the screen goes black.
- 2) Power down Computer

Windows

Start Menu -> Shut Down -> Click OK

- 3) Raise Screen



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Who to Call for Assistance

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