

Smart Classroom Instructions

FOUNDERS HALL 203

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

Projector

- 1) Point Epson Remote at projector on ceiling. Press power button once. **NOTE: Projector will take 30 seconds to power up.**
- 2) Set video switch to desired device - computer, laptop, DVD/VCR.



Using Console Computer

- 1) Set video switch to Computer
- 2) Press **Power** button on the PC
- 3) Follow login instructions for:
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 video switch box
- 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) Connect your laptop's AC adaptor to a power outlet and start up your laptop.
- 6) If you still do not see an image, refer to the **laptop troubleshooting guide** later in these instructions.
- 7) When finished, shut down your laptop and disconnect all cables.
- 8) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, **Powering Down the System**.



Sound and Video

Amplifier (sound)

- 1) Set **Selector** to desired source device.
- 3) Adjust volume as needed.



Playing a DVD/VHS Tape

- 1) Set video switch to DVD/VCR.
- 2) Set amplifier to DVD/VCR.
- 3) Press player **Power** button
- 4) Insert media.
- 5) Use **Player remote** to select media type (DVD or VCR) - controls on remote will change to selected media device.



Using the Headphone Minijack

- 1) Set amplifier to Laptop
- 2) Connect minijack to device
- 3) Adjust volume



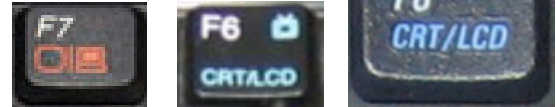
Using the Document Camera

- 1) Set video switch to Doc Cam
- 2) Power on the Document Camera. The power button is located on the front of the right-hand side of the device.
- 3) Position your content on the bed of the Document Camera.
- 4) USB ports and an SD Card slot are available on the back of the device for data transfer.
- 5) When finished, power down the Document Camera by pressing the power button for 5 seconds.



Laptop Troubleshooting

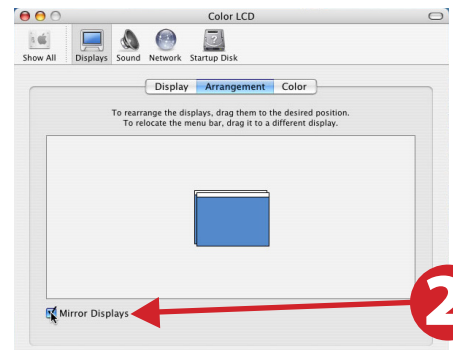
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along the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

Windows

Start Menu -> Shut Down ->
Click OK



Who to Call for Assistance

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