

Smart Classroom Instructions

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

GOODWIN FORUM

Powering Up the System

- 1) Press the **ON button (A)**, the **Projector ON button (B)**, and the **Computer (C)** button on the white console control panel, which is located on the top of the computer console.

It will take approximately 60 seconds for the projector to warm up and for the screen to lower.

- 2) Press the **Power** button on the computer.

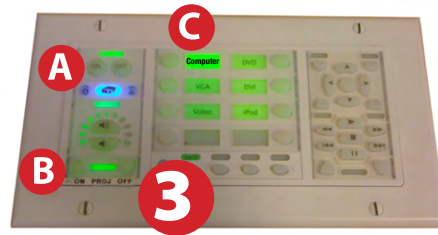
- 3) The volume on the white console control panel controls **projector volume**. It will need to be at a position greater than the top halfway point to output sound. You may need to adjust the **computer's volume**, as well as the **left and right amplifier volume**, to reach an acceptable level of volume.

- 4) The projector controls are located in the front of the room, on the right. They may have a whiteboard in front. To lower the main projector screen, flip the **Main Projector (D)** to the **Up** position. Flip the switch to the **Down** position to retract the screen.

To lower the dual projector screens, press the **bottom button (E)** on the rightmost switch box. To raise the dual projector screens, press the **top button (F)**.

To lower one of the two dual projector screens, press the **bottom button on the second from the right switch box (G)**. To retract the screen, press the middle button on this switch box (H). The top buttons are not used.

To lower the blinds, press the **bottom buttons on the third from the right switch box (I)**. To raise the blinds, press the **middle buttons on this switch box (J)**. The top buttons are not used.

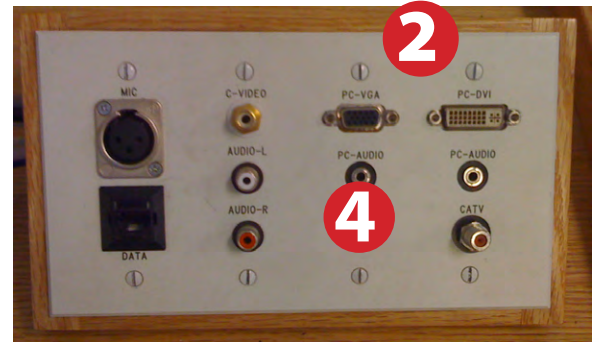


Using a Laptop

- 1) Shut down your laptop and connect a **video cable** (VGA or DVI) to the video output port on your laptop. You must bring this cable with you.

Contact HSU's Media Distribution (Gist Hall 221) at x3166 if you need to borrow a cable. Please note: Certain laptop models will require a Mini-VGA or Mini-DVI adaptor, or a Display-Port-to-VGA adaptor. Consult your owner's manual for further information.

- 2) Connect your video cable to either the PC-VGA or the PC-DVI port on the console.



- 3) For Internet connectivity, connect to HSU Wireless, the campus wireless network.

Details on registering your laptop and connecting are available at <http://humboldt.edu/its/wireless>

- 4) For laptop audio output, connect one end of a **minijack audio cable** to your laptop's headphone jack. Connect the other end to the console's PC-AUDIO jack. Make sure your laptop's audio is not muted.



You will need to bring this cable with you. Contact HSU's Media Distribution (Gist Hall 221) at x3166 if you need to borrow a cable.

- 5) Depending on the cable you're using, either press the **DVI** or **VGA** button on the white console control panel



- 6) Start up your laptop.
- 7) If you still do not see an image, refer to the **laptop troubleshooting guide** later in this guide.
- 8) When finished, shut down your laptop and disconnect all cables.

Using the Blu-Ray/DVD Player

- 1) **Power on** the Blu-Ray/DVD Player by pressing the DVD button on the switch box.
- 2) **Power off** the Blu-Ray/DVD Player by pressing the DVD button on the switch box.



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.



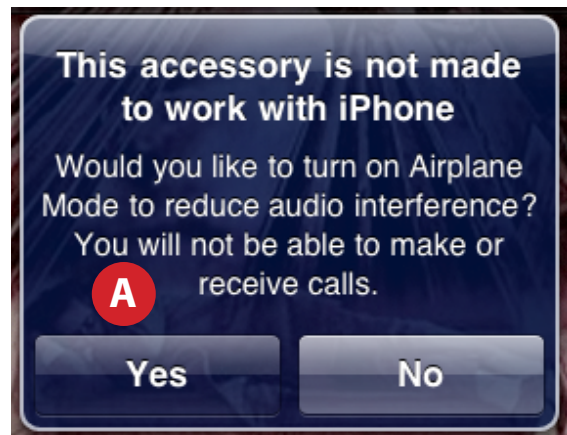
Using the iPod Dock

- 1) **Insert your iPod or iPhone** into the iPod Dock and adjust the audio controls on the white control panel.

Please note: if you are using an iPhone, you will receive an alert notice that this accessory is not made to work with an iPhone (A) and will be prompted to turn on the iPod's Airplane Mode, which means your iPhone's data connectivity and phone call ability will be turned off.

Press the Yes button on your iPhone. If you press the No button, audio will not output from the speakers.

- 2) **Adjust the volume** on the white console control panel. It will need to be at a position greater than the top halfway point to output sound.



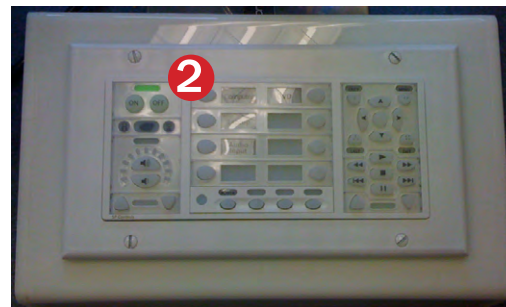
Using Additional Console Features



Please contact the University Center (John Erickson, x4414) for usage information on equipment such as microphones.

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 to power off all of the remaining equipment.
- 3) Retract the projector screen(s) and blinds using the switch boxes seen on the first page of this manual.



Regions of Responsibility

Room Reservations: Reserving the Goodwin Forum is done through the University Center. Call John Erickson at x4414

Telephony: Contact Telecom at x4357 (HELP) regarding use of the room's telephone jack for conference calls.

Network Connections: The console and laptop cable are fully activated for data use. If you need to activate additional Ethernet data jacks in this facility, please contact Telecommunications at x4357 (HELP). *Payment may be required.*

Console Computer, Projector and Screen: HSU's Media Distribution and Smart Classrooms department is the department to contact regarding questions and concerns about these devices. Call the Help Desk at x3166, and they will create a trouble ticket for Media Distribution and Smart Classrooms.

Who to Call for Assistance

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