Smart Classroom Instructions

*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.

Projection Screen ONLY

Up Position

LEAVE in Neutral Position!

Down Position

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) 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 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
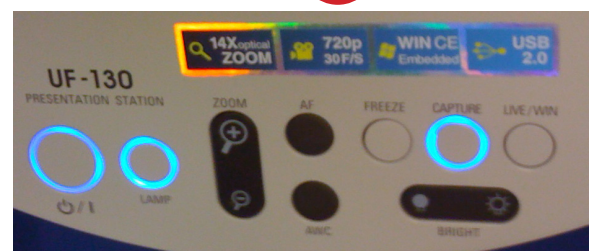

Using the Headphone Minijack

1) Set white control panel to Audio Only

2) Connect minijack to device

3) Adjust volume

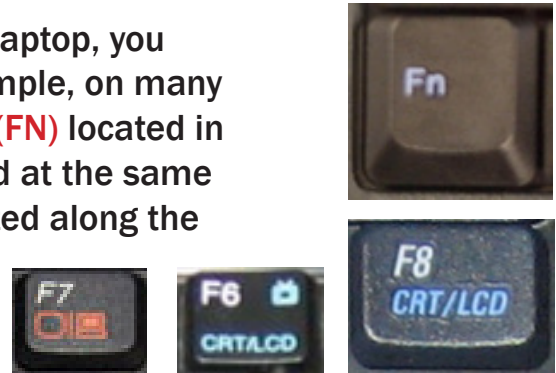## Using the Document Camera

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.
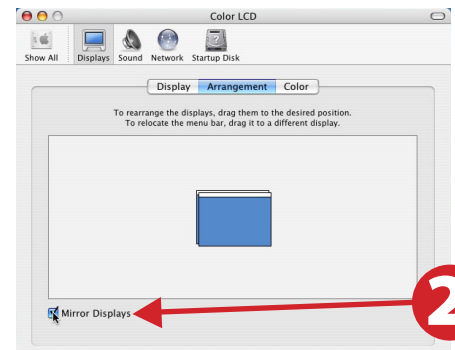
Laptop Troubleshooting

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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