

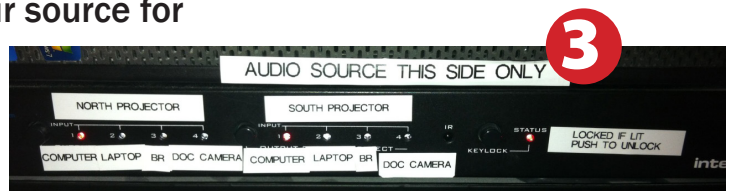
# Smart Classroom Instructions

SCIENCE B 135

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

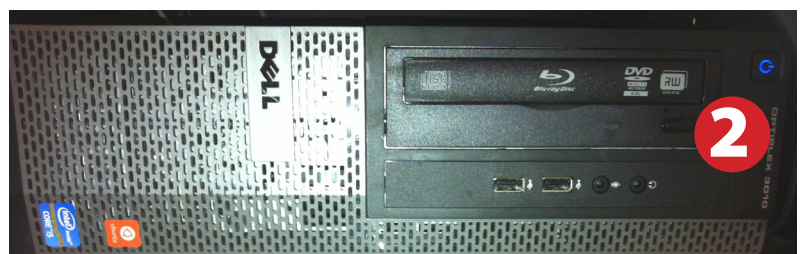
## Projectors

- 1) Press the On button on the white control panel
- 2) All video source selection should be done on the white panel unless you want to display different sources on each projector.
- 3) By default, the video switch (located in the console) is set to **Computer**. If you wish to change to a different source on each projector, press the **Unlock** button and choose your source for the north projector and the south projector.



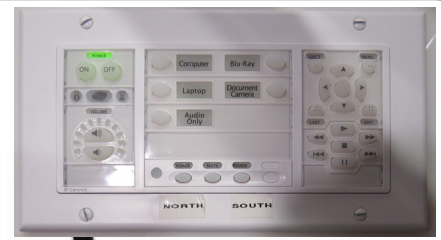
## Using Console Computer

- 1) Press the Computer button on the white control panel.
- 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) Press **Laptop** button on the white control panel.
- 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**.

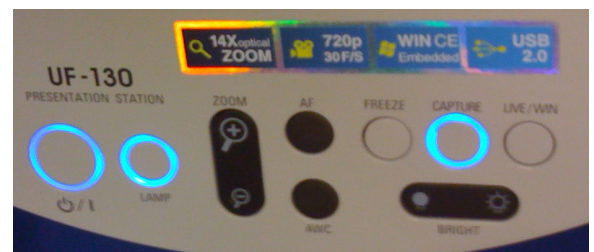


## Using the Document Camera

- 1) Set white 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.



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## Sound and DVD/Blu-Ray

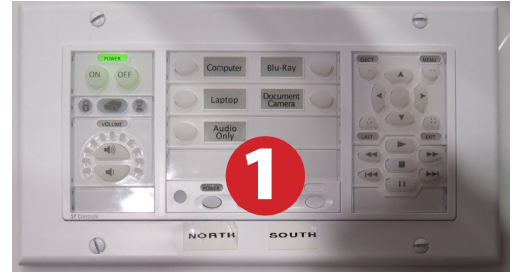
### Playing a DVD/Blu-Ray

- 1) Set white control panel to **Blu-Ray**
- 2) Insert media.
- 3) Use on-screen controls to control playback



# Using a Microphone

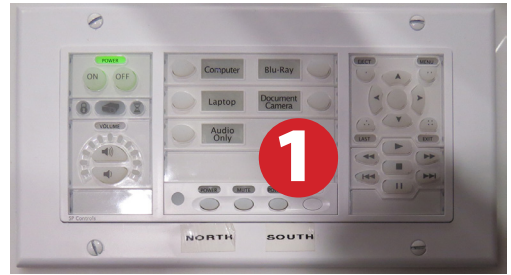
- 1) Set display switch box to **Audio Input**.
- 2) Open the microphone storage case.
- 3) Choose the lapel microphone.
- 4) Make sure that the Level knobs always stay pointed up.



## Using an HDMI Device

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

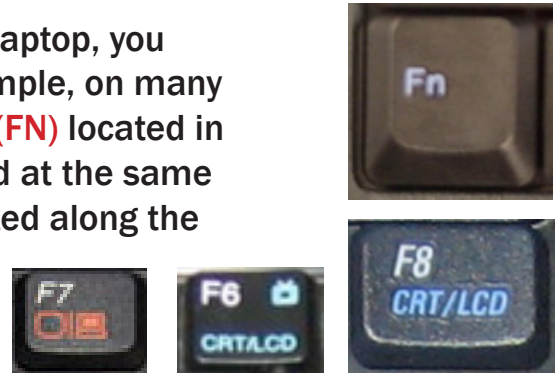
- 1) Set video control panel to **Laptop**
- 2) Connect your device to the **HDMI cable**.



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

## Laptop Troubleshooting

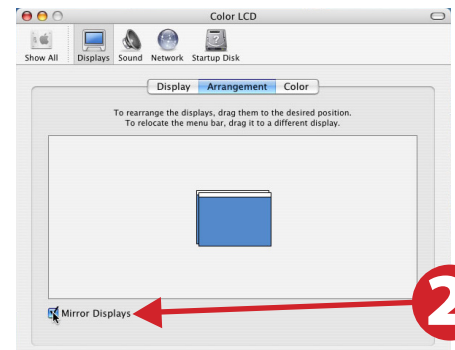
**For PC Laptops:** Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along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



## Powering Down the System

- 1) Press the Off button on the white control panel
- 2) Power down Computer

**Windows**

Start Menu -> Shut Down -> Click OK



## Who to Call for Assistance

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