**Smart Classroom Instructions**

**SCIENCE A 564**

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

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**Projector**

1) Lower the **projector screen**

2) Press the **On button** on the video control panel

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**Using Console Computer**

1) Set video control panel 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

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1) Shut down your laptop

2) Press Laptop button on video 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) 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.
**Playing a DVD/Blu-Ray**

1) Press DVD button on video control panel
2) Insert media.
3) Use the controls on the video control panel to control playback.

**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 HDMI
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.*
**Using the Document Camera**

1) Press Document Camera button on video control panel

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.

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**Using an Audio Device**

1) Set video control panel to Audio Only

2) Connect your device to the headphone minijack cable.
**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.

**For Mac Laptops:**

1) Go to System Preferences/Display.

2) Select the Arrangement tab and check the Mirror Displays box.

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**Powering Down the System**

1) Raise the projector screen

2) Press the Off button on the video control panel

3) Power down Computer
   - **Windows**
     - Start Menu -> Shut Down -> Click OK

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**Who to Call for Assistance**

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

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