Smart Classroom Instructions
If you are having difficulties using equipment in this room, call extension 3166

**Powering On the Computer and Projector**

1) Lower projector screen manually.
2) If the computer is not powered on, check to see that the **power switch** (located at the bottom left side of the Tripp-Lite surge protector) is in the **ON** position. *If the switch was in the **OFF** position, this will start up the computer.*
3) Press the **ON** button on the white console control panel to power up the projector and control panel input buttons. The control panel will default to **Computer**.
4) If a blue screen is all that’s visible on the projector screen, double-check that **Computer** is selected on the Control Panel and that the computer is powered on. *The computer power button is to the right of the HP logo.*

**Adjusting Audio**

1) After selecting your desired device, adjust audio by pressing the **Speaker Up or Down** buttons (located below the ON/OFF buttons)

**Using the Blu-Ray/DVD Player**

1) Press the **DVD button** on the white console control panel. This will illuminate the controls on the right-hand side of the white console control panel.
2) Press the **Eject button** on the white control panel and insert your Blu-Ray or DVD. Press the **Eject button again** to retract the tray and begin playback. Use the buttons on the white control panel (Menu, Fast Forward, etc.) to control playback. When finished, press **Eject** and retrieve your disc, then press **Eject** one last time to retract the tray.
Using a Laptop

1) Shut down your laptop.

2) 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, a Mini-VGA adaptor, or a DisplayPort-to-VGA adaptor. Consult your owner’s manual for further information.*

3) For Internet connectivity, 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.*

4) For laptop audio output, connect the **laptop audio cable** to your laptop’s headphone jack. Make sure your laptop’s audio is not muted.

5) Press the **Laptop button** on the on the white console control panel.

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 **laptop troubleshooting guide** on page 3.

8) When finished, shut down your laptop and disconnect all cables.
Using the Document Camera

1) Press **Document Camera** on the white control panel.

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.

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.
Playing a DVD/Blu-Ray

1) Press **DVD** on the white control panel.
2) Insert media
3) Use the remove control to utilize features.
**Powering Down the System**

1) Power down computer. Go to **Start Menu -> Shut Down -> Click OK**

2) Press and hold the **Off button** on the white control panel for three seconds.

3) Raise screen manually.

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**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:**

Go to **System Preferences/Display**.

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

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**These instructions are applicable to the following Smart Classrooms:**

Founders Hall 108, 178, 181, 204, 235, 236 • Siemens Hall 002, 120, 128
Forestry 201 • ScienceA 460 • Theatre Arts 114