

# Smart Classroom Instructions

THEATRE ARTS 110

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

## Projector

- 1) Point Epson Remote at projector on ceiling. Press power button once. **NOTE: Projector will take 30 seconds to power up.**
- 2) Set video switch to desired device - computer, laptop or Blu-Ray.



## Using Console Computer

- 1) Set video switch 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



## Using a Laptop

- 1) Shut down your laptop
- 2) Press Laptop button on video switch box
- 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**.



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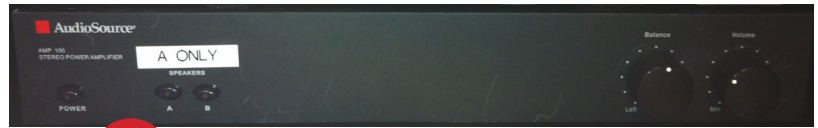


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# Sound and Video

## Amplifier (sound)

- 1) Power on the amplifier with the button on the left.
- 3) Adjust volume as needed.



## Playing a DVD/Blu-Ray

- 1) Power on and control the Blu-Ray Player using the remote control
- 2) Insert media
- 3) Set video switch box to Blu-Ray



## Using the Headphone Minijack

- 1) Set amplifier to Laptop
- 2) Connect minijack to device
- 3) Adjust volume



# Using the Document Camera

- 1) Set video control panel to **Document Camera**.

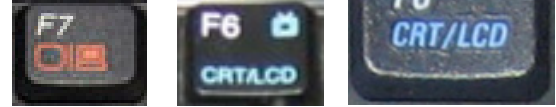


- 2) Power on the **Document Camera**.  
Note that there is no need to have the computer turned on to use the document camera.



## Laptop Troubleshooting

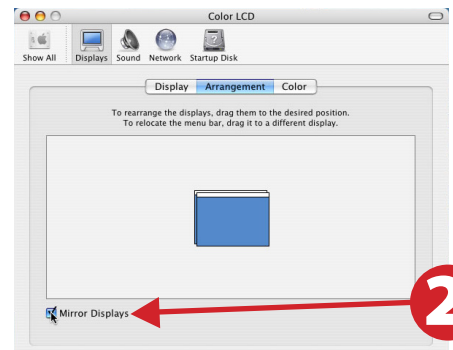
**For PC Laptops:** Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along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