**Smart Classroom Instructions**

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

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**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*

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**Adjusting Audio**

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

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**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 HDMI cable to the video output port on your laptop. If your laptop does not have HDMI, use the Laptop Video cable. 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 6.
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.
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.

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.

These instructions are applicable to the following Smart Classrooms:
Siemens Hall 128, Founders Hall 204, Theatre Arts 114