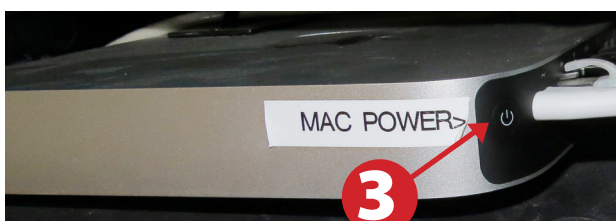
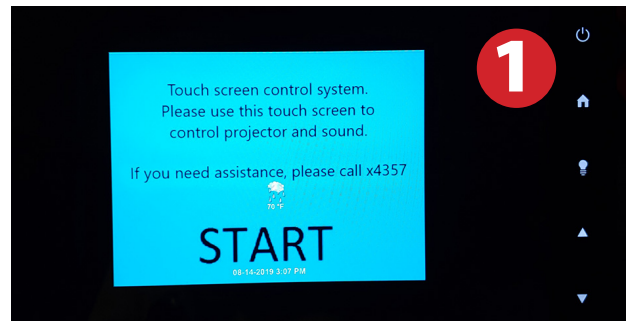


Smart Classroom Instructions

ART 102

Powering Up the System

- 1) To start the tablet, press the **Start button**. Tablet must be on in order for monitor to be on
- 2) To start the projector, press **Projector Power**
- 3) Power up the PC, the Mac Mini (or both). You may switch between computers selecting **Choose Mac or PC** on the tablet
- 4) Follow login instructions for:
 - Mac**
 - a. Enter user name and password
 - b. Click enter
 - Windows**
 - a. Control - Alt - Delete
 - b. Click OK
 - c. Enter user name and password
 - d. Click Enter



Using a Laptop or HDMI Device

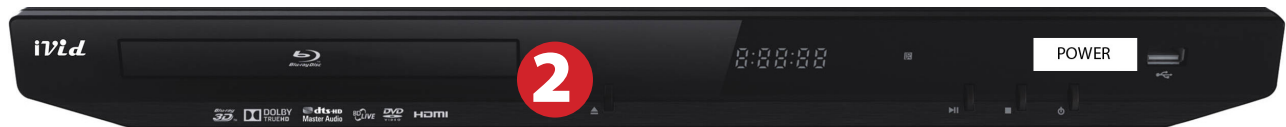
- 1) Turn on your laptop
- 2) Drag **HDMI Laptop** to center of the tablet
- 3) Connect the **HDMI cable** to the video output port on your laptop
- 4) Connect your laptop's AC adaptor to a power outlet and start up your laptop
- 5) If you still do not see an image, refer to the **laptop troubleshooting guide** later in these instructions
- 6) When finished, shut down your laptop and disconnect all cables
- 7) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, **Powering Down the System**



Sound and Video

Playing a DVD/Blu-Ray

- 1) Drag **Blu-Ray icon** to projector source on tablet
- 2) Insert media
- 3) Use controls by pressing Blu-Ray controls



Using a Microphone

- 1) Open the microphone storage case
- 2) Choose either the handheld microphone or the lapel microphone
- 4) On the tablet, volume controls for Mic 1 correspond to the larger microphone and Mic 2 for the smaller microphone



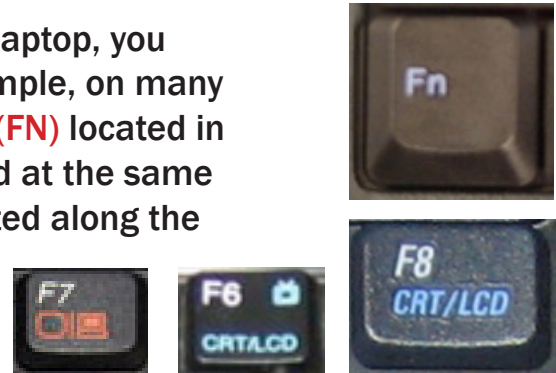
Using the Document Camera

- 1) Drag **Doc Camera** icon to the center of the tablet
- 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

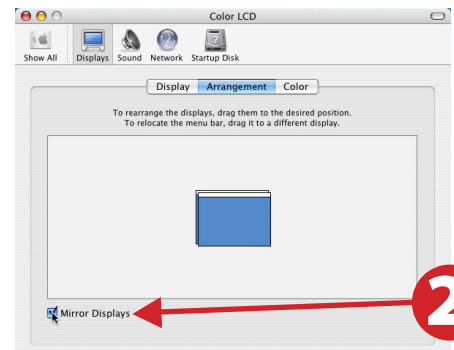
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along the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

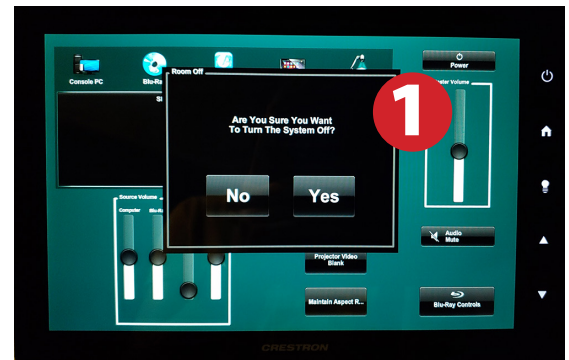
- 1) Press **Power** at the top right corner, then press **Yes**
- 2) Power down Computer

Windows

Start Menu -> Shut Down -> Click OK

Macintosh

Apple Menu -> Shut Down



Who to Call for Assistance

If you are having any difficulties using equipment in this room, call extension **4357 (HELP)**