Smart Classroom Instructions

BEHAVIORAL & SOCIAL SCIENCES 166

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

**Projector**

1) Press Start to activate tablet

2) Press Main Projector Power to turn on the projector for the middle screen.
Press Side Projector Power to turn on projectors for the two side screens

3) Drag Computer, Blu-Ray, HDMI, etc. to the box in the left for the main projector, or the box on the right for the side projectors. You can have multiple sources on multiple screens this way.

**Using Console Computer**

1) Slide Computer to the main/side projector (or both.)

2) Press Power button (in the upper right corner)

3) Follow login instructions for:
   Windows
   a. Control - Option - Delete
   b. Click OK
   c. Enter user name and password
   d. Click Enter
Using a Laptop or HDMI Device

1) Shut down your laptop.

2) Drag Wireless or HDMI Laptop to main or side projector (or both)

3) Connect the Laptop Video cable or 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. Please set the video switch back to Computer for both projectors.

7) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, Powering Down the System.

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
1) Drag Blu-Ray icon to main, side (or both) projectors

2) Insert media

3) Press Blu-Ray controls to access controls.
**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.

**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

**Who to Call for Assistance**

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