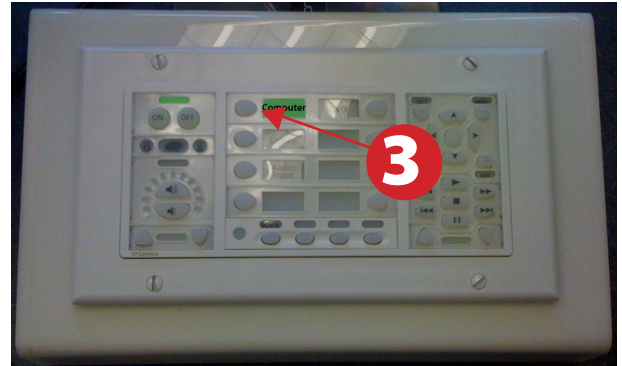# Smart Classroom Instructions

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

Powering On the Computer and Projector

1) Lower projector screen on wall manually.

2) If the computer is not powered on, check to see that the **power switch** (located at the bottom right 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*
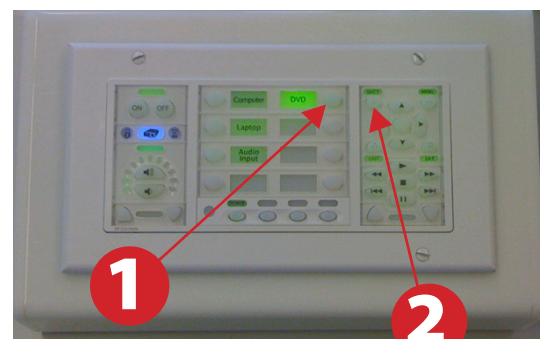
Adjusting Audio

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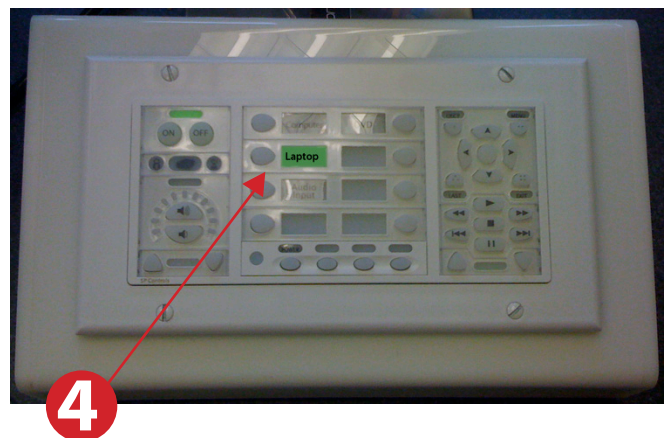
Using the Blu-Ray/DVD Player

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) Turn on your laptop.

2) Connect the **Laptop Video cable** to the video output port on your laptop.

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

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

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 **laptop troubleshooting guide** on page 3.

7) 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.

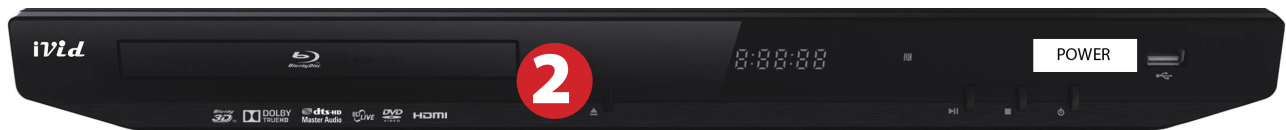1) Set video control panel to **Laptop.**

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.
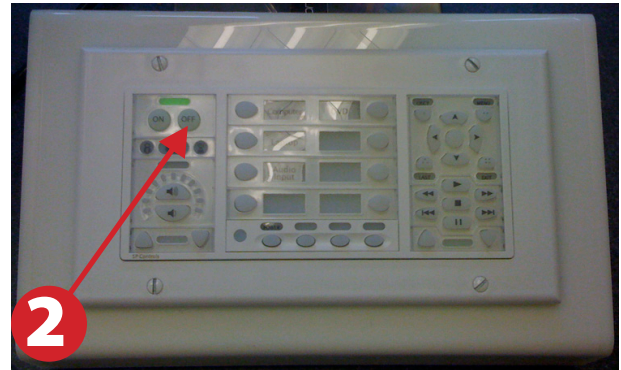
Playing a DVD/Blu-Ray

1) Press **DVD** on the white control panel.

2) Insert media

3) Use the control panel's right-side buttons
   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.
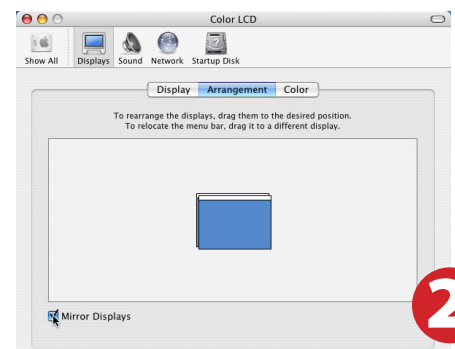Look for the text **CRT/LCD** or an icon
of a **display and a laptop.**

Examples of video toggle keys

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

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