Smart Classroom Instructions

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

### Projector

1) Press the **On button** on the video control panel.

2) Make sure the **atlonaw}))} switch** is set to the right video output.

### Using Console Computer

1) Set video control panel 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) Turn on your laptop
2) Press Laptop button on video control panel
3) Connect the Laptop Video cable to the video output port on your laptop (HDMI or VGA).
4) Connect your laptop’s AC adapter 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.
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 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.

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 HDMI

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.
**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](image)

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 the Off button on the video control panel

2) Power down Computer

   Windows
   Start Menu -> Shut Down -> Click OK

**Who to Call for Assistance**

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