

# Smart Classroom Instructions

FORESTRY 105

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

## Projector

- 1) Point Epson Remote at projector on ceiling. Press power button once. *NOTE: Projector will take 30 seconds to power up.*
- 2) Set video switch to desired device - computer, laptop, Blu-Ray or Document Camera.



## Using Console Computer

- 1) Set video switch 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 switch box
- 3) Connect the **Laptop Video cable** to the video output port on your laptop.
- 4) For laptop audio, connect the **laptop audio cable** to your laptop's headphone jack. Make sure your laptop's audio is not muted.
- 5) Connect your laptop's AC adapter to a power outlet and start up your laptop.
- 6) If you still do not see an image, refer to the **laptop troubleshooting guide** later in these instructions.
- 7) When finished, shut down your laptop and disconnect all cables.
- 8) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, **Powering Down the System**.

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# Sound and Video

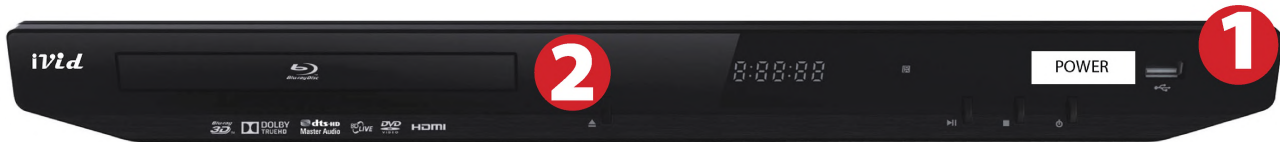
## Amplifier (sound)

- 1) Make sure the AudioSource is **powered on** and A is selected.
- 2) Adjust volume as needed.



## Playing a DVD/Blu-Ray

- 1) Power on and control the Blu-Ray Player on the player itself
- 2) Insert media
- 3) Set video switch box to Blu-Ray



# Using the Document Camera

- 1) Set display switch box 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.





## Laptop Troubleshooting

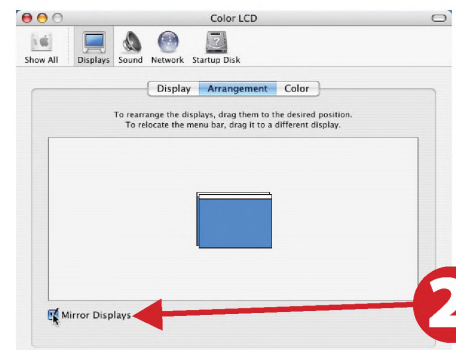
**For PC Laptops:** Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along 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) Obtain the **Epson remote**, and point it at the projector on the ceiling. Press the power button to shut down the projector.
- 2) Power down Computer

**Windows**

Start Menu -> Shut Down ->  
Click OK



## Who to Call for Assistance

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