

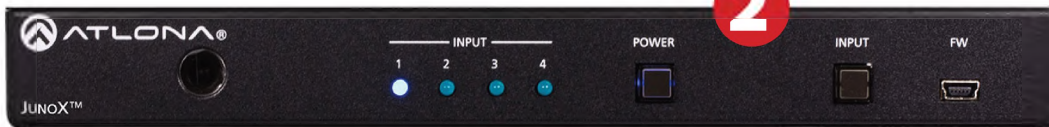
# Smart Classroom Instructions

FORBES 148

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

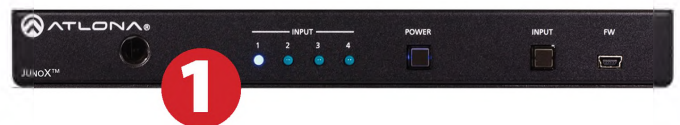
## Projector

- 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
- 3) Press the Down arrow on the screen switch on the desk top



## 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) Connect your laptop's AC adaptor to a power outlet and start up your laptop. Start up your laptop.
- 2) Press Input button on video switch box until blue light is on **Laptop**.
- 3) Connect the **HDMI, Audio and USB 3.0** cables to your laptop.
- 4) If you still do not see an image, refer to the **laptop troubleshooting guide** later in these instructions.
- 5) When finished, shut down your laptop and disconnect all cables.
- 6) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, **Powering Down the System**.



# Sound and Video

## Amplifier (sound)

- 1) Set **Selector** to A
- 2) Adjust volume as needed, adjust balance to adjust speakers accordingly



## Playing a DVD/Blu-Ray

- 1) Power on and control the Blu-Ray Player using the remote control
- 2) Insert media
- 3) Set input switch box to Blu-Ray



## Using the Document Camera

- 1) Set input on the switch box to **Document Camera**.



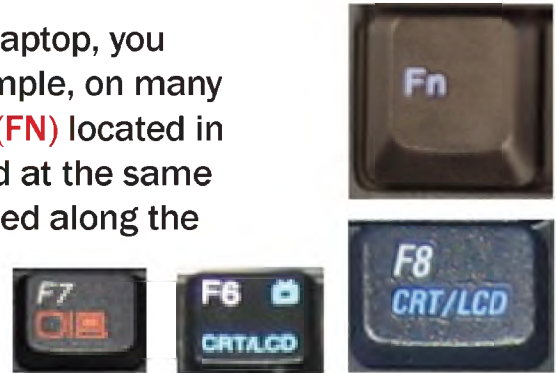
- 2) Power on the **Document Camera**.  
Note that there is no need to have the computer turned on to use the document camera.

- 3) Press the **Source** button to switch between showing the Windows desktop and showing the camera image full-screen.



## Laptop Troubleshooting

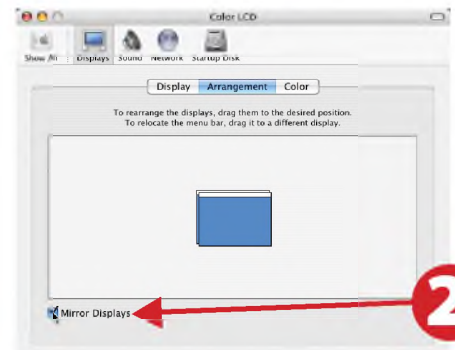
**For PC Laptops:** Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along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



## Who to Call for Assistance

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