Smart Classroom Instructions

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

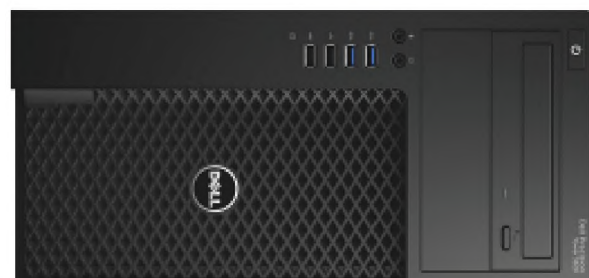## Projector

1) Lower screen using the Screen switch. Lower the window shades if necessary.

2) Press the On button on the control panel

3) Press button for desired device – Computer, Laptop, HDMI, Document Camera

Using Console Computer

1) Set switch to Computer

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

1) Turn on your laptop

2) Press Laptop button on control panel

3) Connect the 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.

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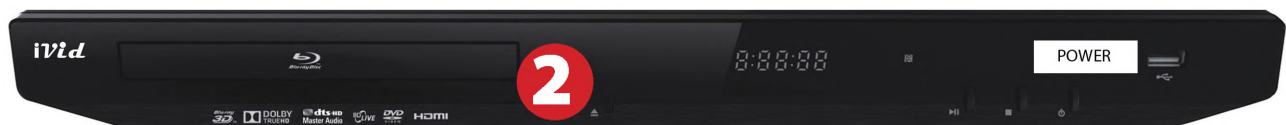
Sound

White Control Panel

1) Adjust volume on white control panel.

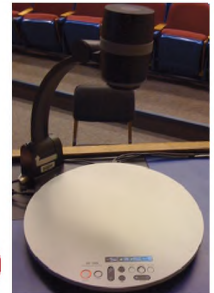## Playing a DVD/Blu-Ray

1) Press DVD on the white control panel.

2) Insert media into the DVD/Blu-Ray player

3) Use the white control panel to control the player.

Using the Document Camera

1) Set display switch box to Doc Camera.

2) Power on the Document Camera. The computer does not need to be 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.
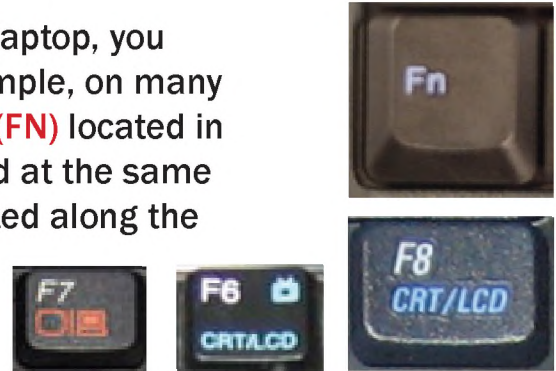
1) Set display switch box to HDMI

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.
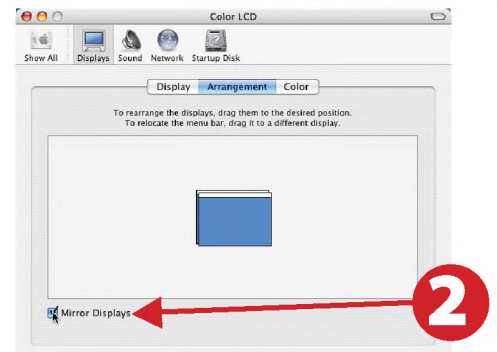
Laptop Troubleshooting

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

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 control panel to shut down the projector

2) Power down Computer

   Windows
   Start Menu -> Shut Down -> Click OK

3) Lower screen using the Screen switch

Who to Call for Assistance

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