Smart Classroom Instructions

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

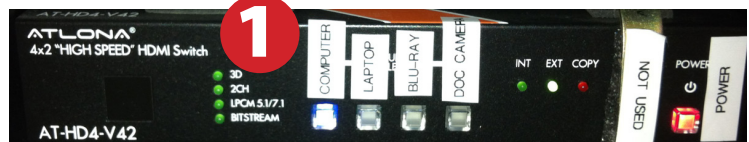## Projector

1) Point Epson Projector remote at projector and press Power button

2) Lower screen using switch on the wall to the left of the white board

3) Set switch to desired device – Computer, Laptop, Blu-Ray, 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
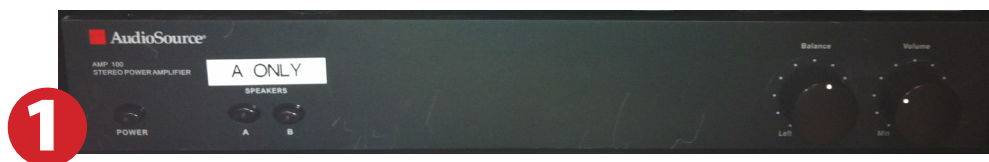

1) Turn on your laptop.

2) Set display switch box to:
   Laptop

3) Connect the Laptop HDMI Video cable to the video output port on your laptop.

4) Connect your laptop's AC adaptor to a power outlet to maintain charge.

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.
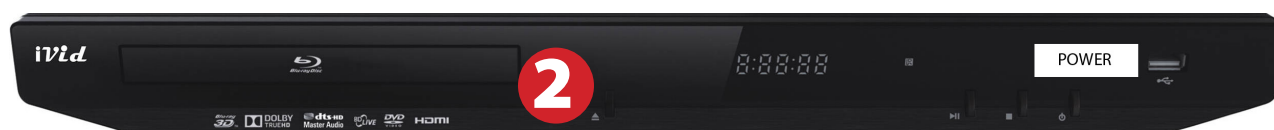
Sound and DVD/Blu-Ray

Amplifier (sound)

1)   Press **Power** button on left end of amplifier.

2)   Make sure the **Speakers** button is set to A.

3)   Adjust volume as needed using knobs.

Playing a DVD/Blu-Ray

1)   Power on and control the Blu-Ray Player using the remote control

2)   Insert media

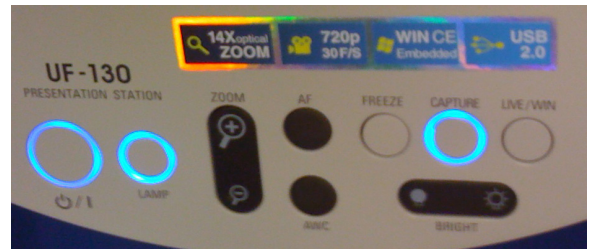**3)**   Set video switch box to Blu-Ray

Using the Document Camera

1) Set display switch box to Doc Camera.

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.
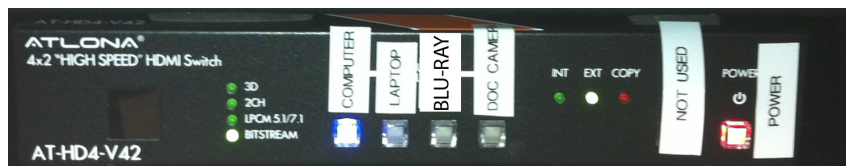
3) Press the Live/Win button to switch between showing the Windows desktop and showing the camera image full-screen.

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.
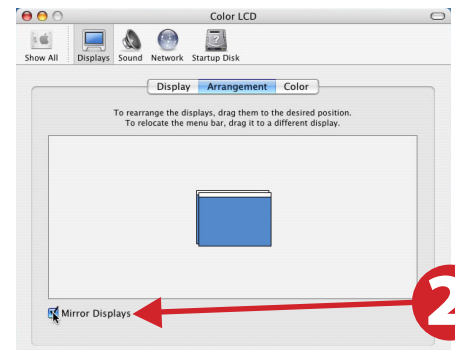
Laptop Troubleshooting

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 until the screen goes black.

2) Power down Computer

   Windows

   Start Menu -> Shut Down -> Click OK

3) Raise screen using wall switch to the left of the white board

Who to Call for Assistance

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