KA 254b Smart Classroom Instructions

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

Powering System Up

1) Obtain Epson Remote.

2) Point remote at front of projector. Press power button one time. Remember: Projector will take 30 seconds to come on.

Using Console Computer

1) Verify that the Video Switch Box is set to “PC.”

2) Power up computer.

3) Log on to computer. Your User Name is the first part of your HSU email address. Password is your HSU email password.

4) Amplifier is in standby mode, with a red indicator light. Press the red light. It will blink and in 3 to 5 seconds will change to blue, indicating it’s powered up and ready for use. Turn amplifier selector knob to PC.

5) If there is no image being projected: Obtain Epson remote. Press the Source Search button. Follow on-screen options.
Using a Laptop

1) Shut down your laptop.

2) Verify that the Video Switch Box is set to “Laptop”

3) Connect the Laptop Video cable to the video output port on your laptop. Please note: the Laptop Video cable is VGA-compatible only. Certain laptop models will require a DVI-to-VGA adaptor or a Mini-VGA adaptor. Consult your owner’s manual for further information.

4) For Internet connectivity, connect to the current HSU wireless network option that is available. Please note: you will need to “register” your laptop before connecting to the campus network. Contact your college ITC or the Help Desk for further information.

5) For laptop audio output, connect the laptop audio cable to your headphone jack. The amplifier is in standby mode, with a red indicator light. Press the red light. It will blink and in 3 to 5 seconds will change to blue, indicating it’s powered up and ready for use. Turn amplifier selector knob to PC and move selector knob to Laptop. Make sure your laptop’s audio is not muted and that the speakers are powered on.

6) Connect your laptop’s AC adaptor to a power outlet and start up your laptop.

7) If there is no image being projected:
Obtain Epson remote. Press the Source Search button. Follow on-screen options.

8) If you still do not see an image, refer to laptop troubleshooting guide on page 4.

9) When finished, shut down your laptop and disconnect all cables. Please turn the switch back to “PC.”

10) Proceed to shutting down the rest of the equipment. Follow the instructions on page four of this guide, Powering Down the System.
Playing a DVD/VHS Tape

1) Power on amplifier. Turn selector knob to DVD/VCR.

2) Power on DVD/VHS Player and load media.

3) If there is no image being projected, obtain Epson remote. Press the Source Search button. Follow on-screen options.

4) Adjust volume as necessary.

5) For advanced DVD features, such as subtitles, use the DVD/VHS remote control.

Using Closed Captioning

1) For DVDs, use the DVD remote and the DVD menu to set closed captioning or subtitle options.

2) For VHS videocassettes, set the closed caption device switch to the CC1 position.

When finished with video, please set the switch to the Off position.
**Powering down the system**

1) Shut down any computers running.

2) Obtain the **Epson remote**, and point it at the projector on the ceiling. Press the “power” button twice until the screen goes back.

3) Eject media and turn off the **DVD/VHS Player**.

4) Power off the **amplifier**.

5) Set the **closed captioning device** to the Off position.

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**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.

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**Who to Call For Assistance**

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This set of instructions are applicable to the following smart classrooms: **Kinesiology and Athletics 254B**

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