Smart Classroom Instructions

Projector

1) Press the On button on the video control panel.

2) Lower screen using projector switch. Lower the shades with the switches next to the projector switch.

Using Console Computer

1) Set video control panel 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

If you are having difficulties using equipment in this room, call extension 3166.
Using a Laptop

1) Turn on your laptop
2) Press Laptop button on video control panel
3) Connect the Laptop Video cable to the video output port on your laptop (VGA or HDMI).
4) Connect your laptop’s AC adapter 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.
Using the Blu-Ray/DVD Player

1) Press the **DVD button** on the white console control panel. This will illuminate the controls on the right-hand side of the white console control panel.

2) Press the **Eject button** on the white control panel and insert your Blue-Ray or DVD. Press the **Eject button again** to retract the tray and begin playback. Use the buttons on the white control panel (Menu, Fast Forward, etc.) to control playback. When finished, press **Eject** and retrieve your disc, then press **Eject** one last time to retract the tray.
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 video control panel
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