Smart Classroom Instructions

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

Projector

1) **Lower screen**

2) **Press Start on tablet**

3) **Drag computer, Blu-Ray, Laptop, HDMI or Doc Cam to drag into box for main projector**

4) **Press Projector Power**

Using Console Computer

1) **Drag Console PC to box below**

2) **Press Power button on computer.**

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
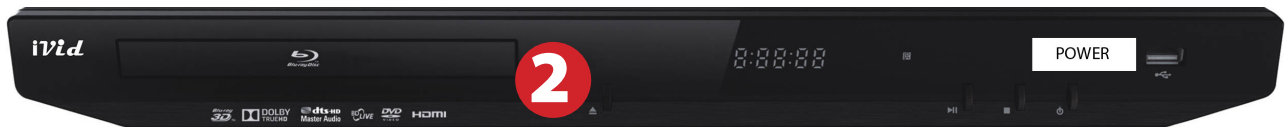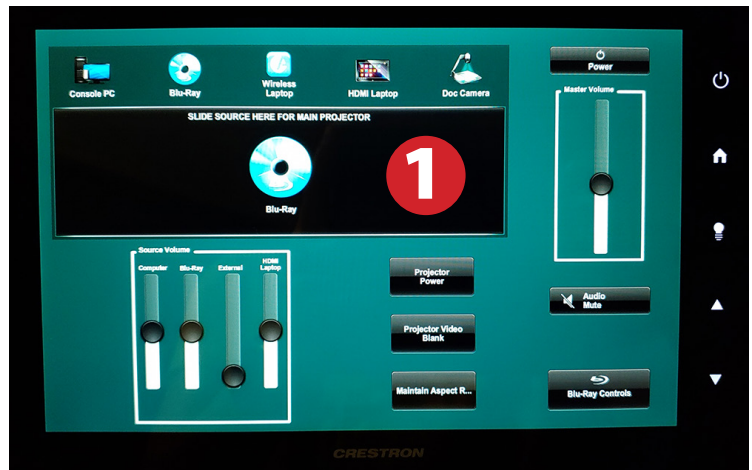
1) Turn on your laptop

2) Drag HDMI Laptop to center

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

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
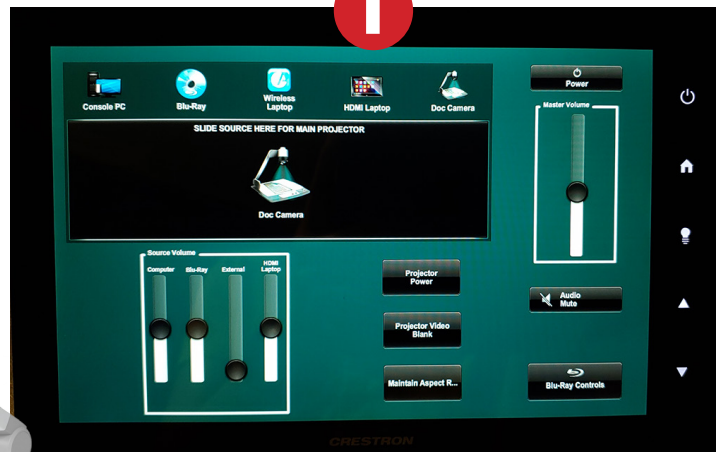
Playing a DVD/Blu-Ray

1) Drag Blu-Ray icon to projector source

2) Insert media

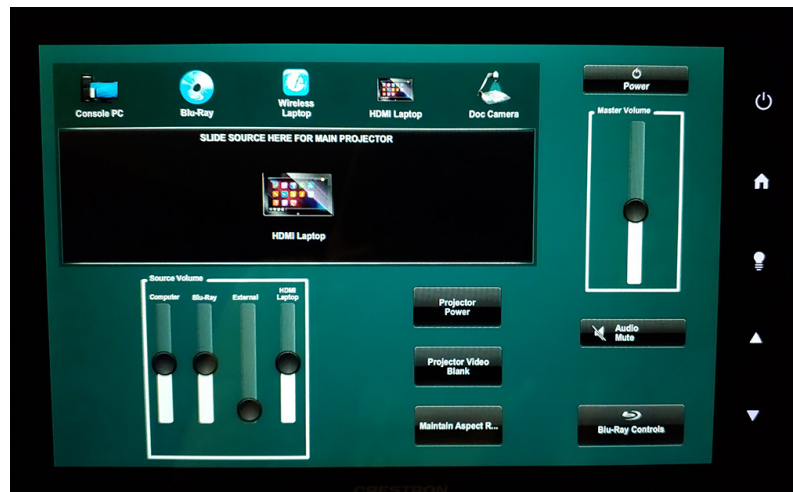3) Press Blu-Ray Controls to access controls

Using the Document Camera

1) Drag Doc Camera to center

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

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Using an HDMI Device

An HDMI cable is provided for connecting devices such as laptops, iPads/iPhones and Android devices
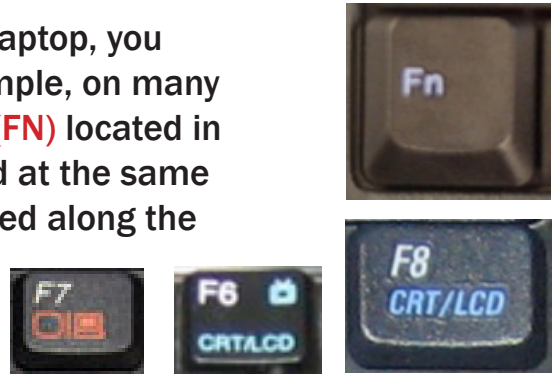
1) Drag HDMI to center

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
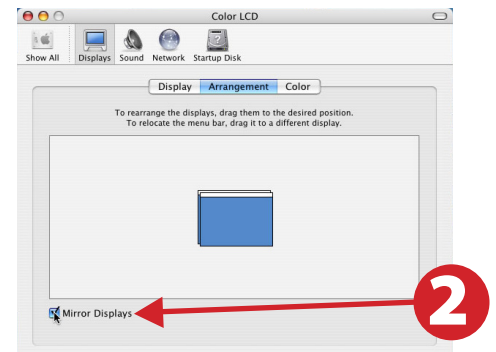
Laptop Troubleshooting

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

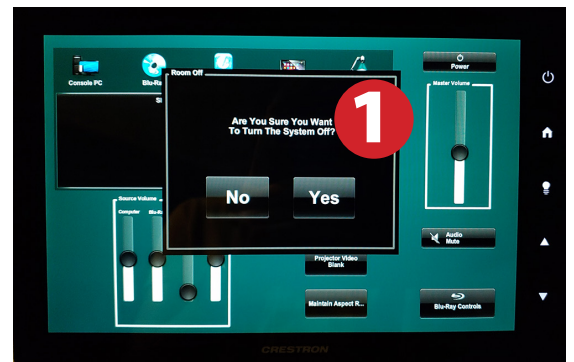2) Select the Arrangement tab and check the Mirror Displays box

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Powering Down the System

1) Press Power button at the top right corner, then press Yes

2) Power down Computer

   Windows
   Start Menu -> Shut Down -> Click OK

Who to Call for Assistance

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