

Smart Classroom Instructions

SIEMENS HALL 116

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

Display

- 1) Press the **On** button on the video control panel

1



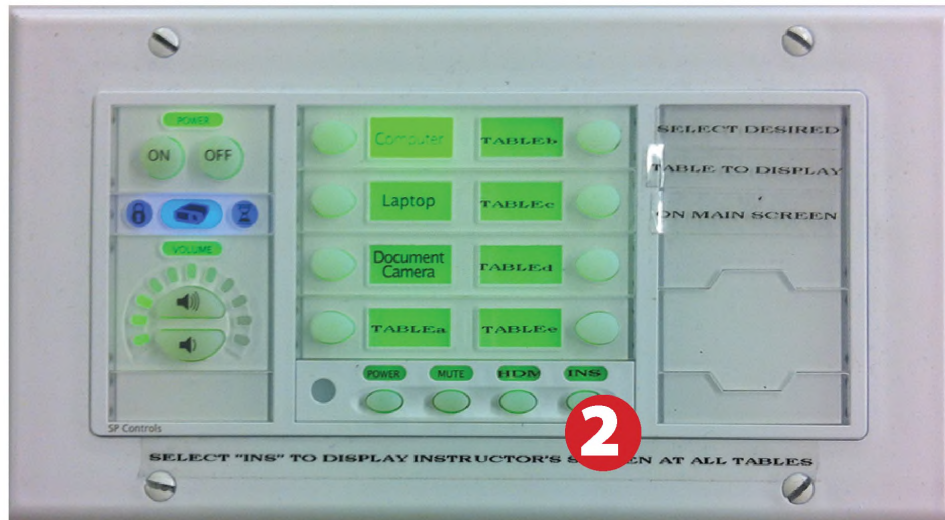
Using Console Computer

- 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



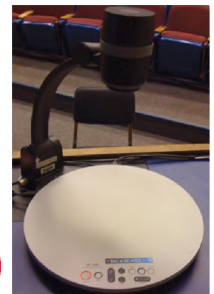
Projecting table displays on main screen

- 1) Press the button of the desired table (**Table A-E**) to display it on the room's main screen. Pressing the source button (Computer, Laptop, Document Camera, HDMI) will return left monitor to table control.
- 2) Select the **INS** button to display the instructor's screen at all tables.

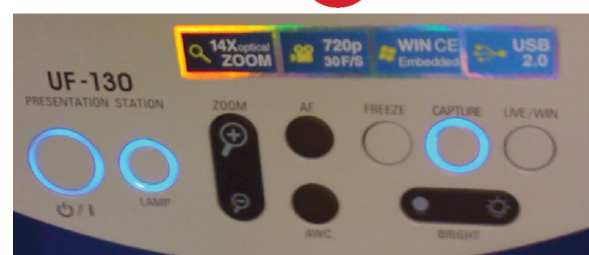


Using the Document Camera

- 1) Set video control panel to **Document Camera**.
- 2) Power on the **Document Camera**.
Note that 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.



2



Using a Laptop

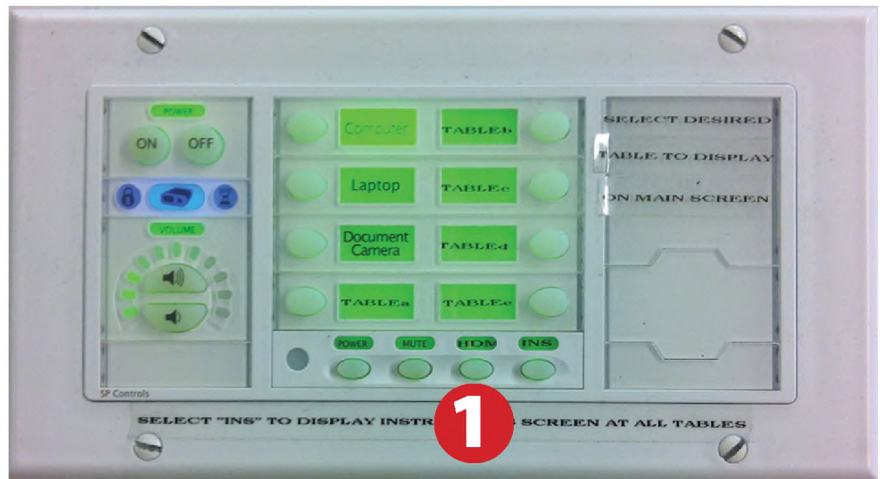
- 1) Turn on your laptop.
- 2) Press **Laptop button** on video control panel.
- 3) Connect the **Laptop Video cable** to the video output port on your laptop.
- 4) Connect your laptop to **Aux Cord** to have sound.
- 5) Connect your laptop's AC adapter to a power outlet and start up your laptop.
- 6) If you still do not see an image, refer to the **laptop troubleshooting guide** later in these instructions.
- 7) When finished, shut down your laptop and disconnect all cables.
- 8) Proceed to shutting down the rest of the equipment. Follow the instructions later in this guide, **Powering Down the System**.



Using an HDMI Device

An HDMI cable is provided for connecting devices such as some laptops, iPads/iPhones and Android devices.

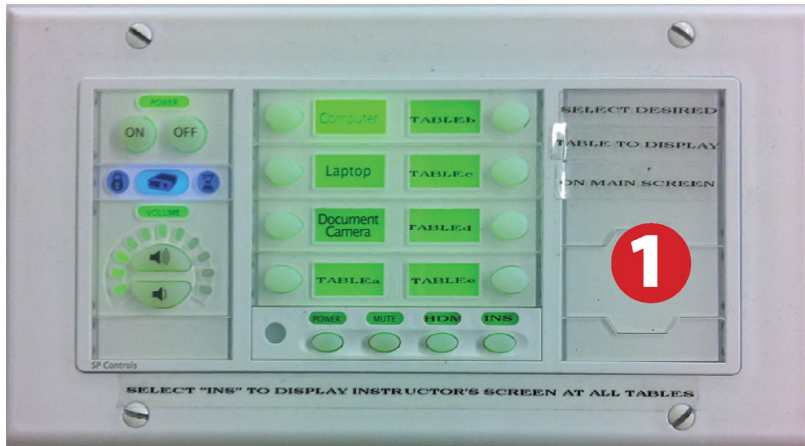
- 1) Set display switch box to **HDMI** by pressing the **HDM** button
- 2) Connect your device to the HDMI cable.



Please note: Certain devices, such as iPhones and iPads, will require an HDMI adaptor. Consult your owner's manual for further information.

Playing a DVD/Blu-Ray

- 1) Press **DVD** on the white control panel.
- 2) Insert media
- 3) Use the remote control to utilize features.



Laptop Troubleshooting

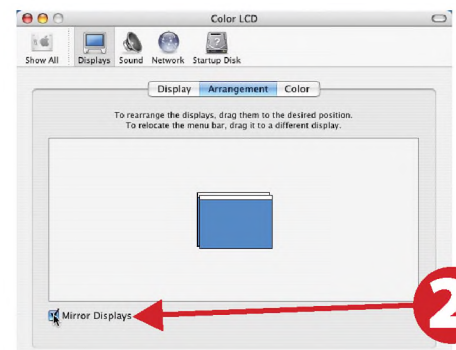
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along the 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**