Smart Classroom Instructions
SIEMENS HALL 117

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

Projector

1) Press the On button on the projector controls.
2) Lower screen with switch to the right of the white-board if not already lowered.
3) Set switch to desired device – Computer, Laptop, HDMI, 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 Video cable to the video output port on your laptop (HDMI or VGA).

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.
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.

Playing a DVD/Blu-Ray
1) Press the power button and eject button on the DVD player.
2) Insert media.
3) Use the remote to control the DVD.

Using the Document Camera
1) Set display switch box to Doc 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.
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.

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.

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 projector controls
2) Power down Computer
   - Windows
     Start Menu -> Shut Down -> Click OK
3) Raise screen

**Who to Call for Assistance**

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