Smart Classroom Instructions

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

Projector

1) Press the On button on the console controls
2) Lower screen
3) Press button for desired device – Computer, Laptop, Audio Input, HDMI, Document Camera

Using Console Computer

1) Select Computer on the console controls.
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
1) Turn on your laptop.
2) Set console control box to: Laptop
3) Connect the Laptop Video cable to the video output port on your laptop.
4) Connect the audio cable to the headphone port on your laptop.
5) Connect your laptop’s AC adaptor 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.
Sound Input

Playing Audio
1) Select Audio Input from the console controls
2) Plug the audio cable into your device’s audio output jack
3) Adjust volume as needed

Playing a DVD/Blu-Ray
1) Press DVD on the white control panel.
2) Insert media
3) Use the remote control to utilize features.
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.*
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.
**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 console 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**