

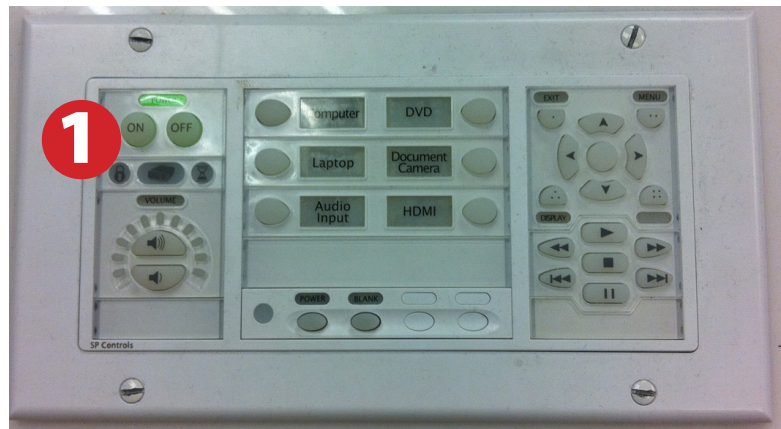
Smart Classroom Instructions

FOUNDERS HALL 25

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

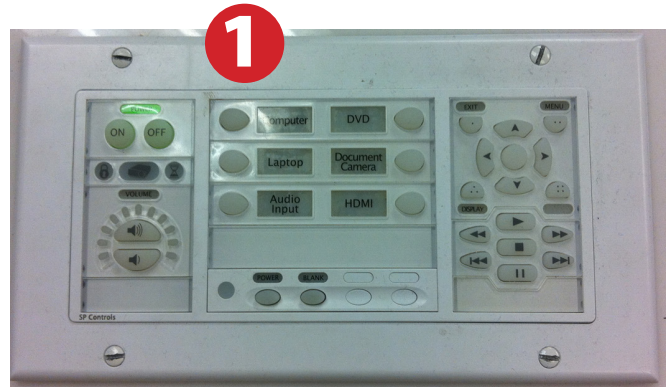
Projector

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



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



Using a Laptop

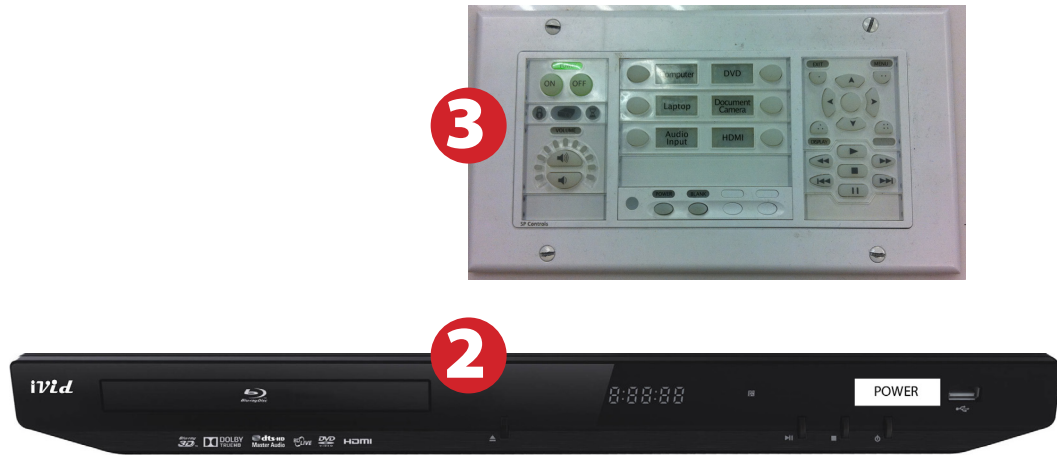
- 1) Shut down your laptop
- 2) Press **Laptop button** on video control panel
- 3) Connect the **Laptop Video cable** to the video output port on your laptop.
Please note: the Laptop Video cable is VGA-compatible only. Certain laptop models will require a DVI-to-VGA adaptor or a Mini-VGA adaptor. Consult your owner's manual for further information.
- 4) For Internet connectivity, connect to HSU Wireless or connect the **green laptop network cable** to your laptop.
Please note: you will need to "register" your laptop before connecting to the campus network. Contact your college ITC or the Help Desk for further information.
- 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 and Video

Playing a DVD/Blu-Ray

- 1) Power on and control the DVD/Blu-Ray Player using the remote control
- 2) Insert media
- 3) Set video control switch to DVD



Using Closed Captioning

- 1) For **DVDs**, use the DVD remote and the DVD menu to set closed captioning or subtitle options.

When finished with video,
please set the switch to the Off position.



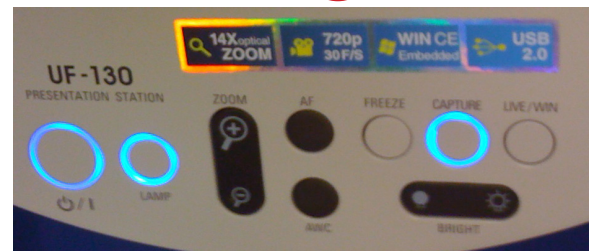
Using an Audio Device

- 1) Set video control panel to **Audio Only**
- 2) Connect your device to the **headphone minijack cable**.



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.



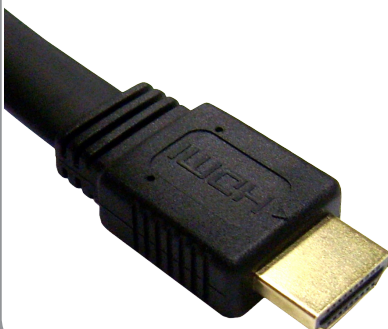
Using an HDMI Device

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

- 1) Set video control panel 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

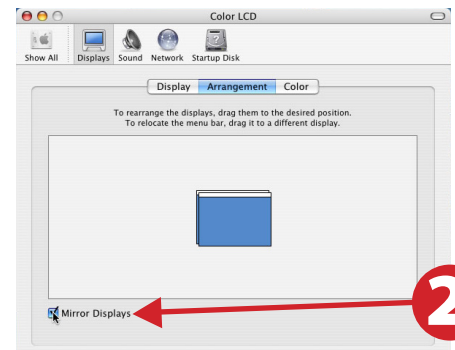
For PC Laptops: Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along the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



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**