

# KA 254b Smart Classroom Instructions

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

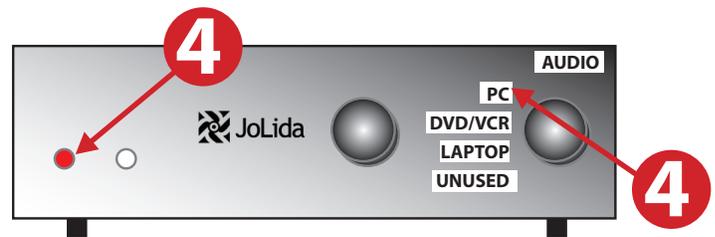
## Powering System Up

- 1) Obtain **Epson Remote**.
- 2) Point remote at front of projector.  
Press power button one time.  
*Remember: Projector will take 30 seconds to come on.*



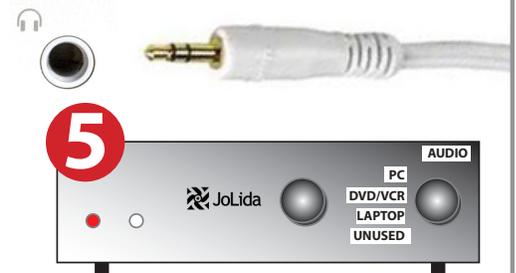
## Using Console Computer

- 1) Verify that the **Video Switch Box** is set to "PC."
- 2) Power up computer.
- 3) Log on to computer.  
Your User Name is the first part of your HSU email address.  
Password is your HSU email password.
- 4) Amplifier is in standby mode, with a red indicator light.  
**Press the red light.** It will blink and in 3 to 5 seconds will change to **blue**, indicating it's powered up and ready for use.  
Turn **amplifier selector knob** to **PC**.
- 5) **If there is no image being projected:**  
Obtain **Epson remote**.  
Press the **Comp1** button.



## Using a Laptop

- 1) Shut down your laptop.
- 2) Verify that the **Video Switch Box** is set to "Laptop"
- 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 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) For laptop audio output, connect the **laptop audio cable** to your headphone jack. The amplifier is in standby mode, with a red indicator light. **Press the red light.** It will blink and in 3 to 5 seconds will change to **blue**, indicating it's powered up and ready for use. Turn **amplifier selector knob** to **PC**, and move selector knob to **Laptop**. Make sure your laptop's audio is not muted and that the speakers are powered on.
- 6) Connect your laptop's AC adaptor to a power outlet and start up your laptop.
- 7) **If there is no image being projected:** Obtain **Epson remote**. Press the **Comp1** button.
- 8) If you still do not see an image, refer to **laptop troubleshooting guide** on page 4.
- 9) When finished, shut down your laptop and disconnect all cables. Please turn the switch back to "PC."
- 10) Proceed to shutting down the rest of the equipment. Follow the instructions on page four of this guide, **Powering Down the System**



## Playing a DVD/VHS Tape

- 1) Power on **amplifier**.  
Turn **selector knob** to **DVD/VCR**.
- 2) Power on **DVD/VHS Player**  
and load media.
- 3) If there is no image being  
projected, obtain **Epson remote**.  
Press the **Comp1** button.
- 4) Adjust volume as necessary.
- 5) For advanced DVD features,  
such as subtitles, use the  
**DVD/VHS remote control**



## Using Closed Captioning

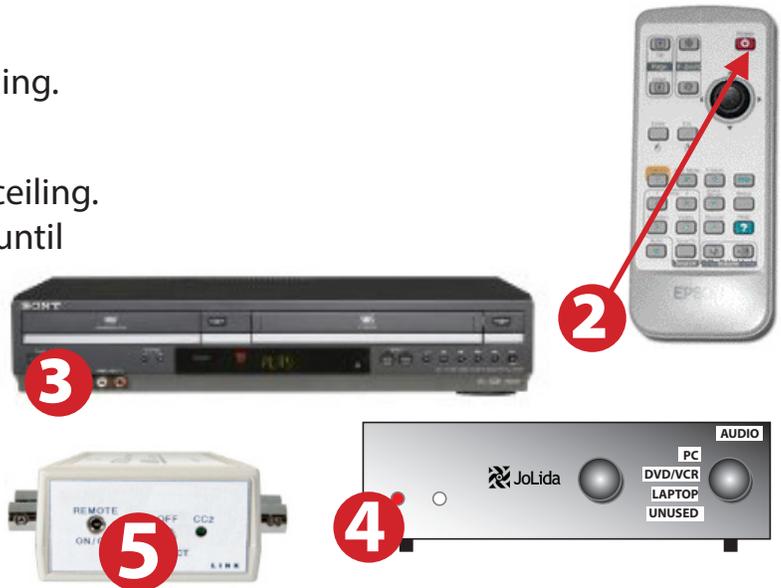
- 1) For **DVDs**, use the DVD remote and  
the DVD menu to set closed captioning  
or subtitle options.
- 2) For **VHS videocassettes**, set the  
closed caption device switch to the  
CC1 position.

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



## Powering down the system

- 1) Shut down any computers running.
- 2) Obtain the **Epson remote**, and point it at the projector on the ceiling. Press the “power” button twice until the screen goes back.
- 3) Eject media and turn off the **DVD/VHS Player**.
- 4) Power off the **amplifier**.
- 5) Set the **closed captioning device** to the Off position.



## Laptop Troubleshooting

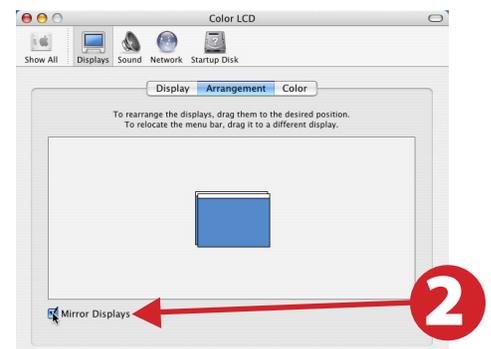
**For PC Laptops:** Depending on your model of laptop, you may need to toggle the display mode. For example, on many laptops, you must hold down the **function key (FN)** located in the lower left-hand corner of the keyboard, and at the same time, press the **video toggle key**, which is located along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



## Who to Call For Assistance

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This set of instructions are applicable to the following smart classrooms:

**Kinesiology and Athletics 254B**

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