

# Smart Classroom Operation Procedure V1.0

## Start- Up:

- Lower screen using the *Up/Down switch* on the wall or pull down manually.
- Log into *computer*.
- Press *display power* on the control panel. This turns on the projector.
- Choose the source you want to go to the projector by selecting it on the *control panel*. (i.e.: Computer)
- Volume may be adjusted using the *silver knob* on the panel.
- Turn on the VCR, DVD, or document camera using the unit's *power switch*.
- Viewing video material (VCR, DVD or document camera) may be done through the small monitor on the podium. This is only for the instructor. To project the source, select it on the *control panel*.
- VCR functions (Play, Stop, etc) are done from the *control panel* as well.

For troubleshooting see other side.

## Shut Down:

- Press and hold briefly the *display power* button on the control panel.
- Raise the screen using the *Up/Down switch*.
- **Retrieve** any media you may have brought. (i.e.: tapes, DVD's, CD's)
- Be sure to log off of the *computer*.
- **Return** the wireless mouse.
- Turn off VCR, DVD or document camera with the unit's *power switch*.

For troubleshooting see other side.

## **ROOM:**



For **computer** hardware / login help contact the help desk: **X 5457**  
For **AV system** help contact the East Peoria AV Lab: **X 5246**

# Troubleshooting Guide:

Try these tips first if you have troubles

Problem	Possible Solution	Can't Fix it? Call
The projector won't turn on.	<ul style="list-style-type: none"> <li>• Press "Display Power" on control panel.</li> <li>• The projector lamp has a cool down time of 90 seconds after its previous use. If you've come in just after another class, it may need more time to power on again. Be patient. The projector will power on when it's able.</li> </ul>	East Peoria AV Lab X 5246
No sound	<ul style="list-style-type: none"> <li>• Confirm your source has sound.</li> <li>• Turn up volume with silver knob on control panel.</li> </ul>	East Peoria AV Lab X 5246
The computer won't display.	<ul style="list-style-type: none"> <li>• Select "Computer" on control panel.</li> <li>• Confirm you're logged in.</li> </ul>	East Peoria AV Lab X 5246
The laser pointer won't work.	<ul style="list-style-type: none"> <li>• The laser on the wireless mouse has a timed shutdown period. If the laser's not working, press and hold the small pink button on the top and the large clear button on the bottom for 5 seconds. The large button will flash red. The pointer should work.</li> </ul>	East Peoria AV Lab X 5246
I can't log in.	<ul style="list-style-type: none"> <li>• Log in using the generic <i>instructor</i> user name in the lab domain.</li> <li>• Log in using you own user name in the icc_domain.</li> </ul>	Computer Help Desk X 5457

For complete smart classroom or Sympodium training call Ken Burton, 694-8833 or email at [kburton@icc.edu](mailto:kburton@icc.edu)

For more help with designing PowerPoint presentations or using Web-based material in your smart classroom, contact Patrice Hess, 694-5295 or email at [phess@icc.edu](mailto:phess@icc.edu) or visit the Teaching and Learning Center in 240A on the East Peoria Campus.