

Smart Classroom Equipment Quick Sheet

USING THE COMPUTER

1. **Turn on computer**
2. Login to the computer with your **Cougars username and password** (this is the same as your email login/password)
3. **Turn on projector** (Press the ON/OFF button on projector remote)
4. Make sure projector is in **Computer mode** (on the projector remote either **toggle the input button until Computer is selected** or **press the RGB button until Computer 1 is selected**)
5. Turn the **Laptop/Teacher's station switchbox** to **PC/MAC** (Note:This box is labeled with a BLUE label)
6. Turn the **audio amp** to **Computer** (Note:This box is labeled with a SILVER label)

USING THE VCR

1. **Turn on the VCR**
2. **Turn on the projector** (Press the ON/OFF button)
3. Make sure projector is in the **Video mode** (on the projector remote either **toggle the input button until Video is selected** or **press the Video button until Video 1 is selected**)
4. Turn the **audio amp** to **VCR** (Note:This box is labeled with a SILVER label)
5. Insert video
6. Press **Play**

USING THE ELMO

1. **Turn on the Elmo** (Note: The power button is located on the back of the Elmo)
2. **Turn on the VCR**
3. **Turn on the projector** (Press the ON/OFF button)
4. Make sure projector is in the **Video mode** (on the projector remote either **toggle the input button until Video is selected** or **press the Video button until Video 1 is selected**)

Note: If you do not see the Elmo projecting on the screen then make sure the **VCR** is set to channel **L1**. To do this **use the channel changing buttons on the front of the vcr**.

BEFORE YOU LEAVE THE CLASSROOM

1. Log off/Shut down the computer
2. Shut down the projection unit (Note: the message POWER OFF appears on the screen, press the off button a second time to turn off the projection unit)
3. Power off the Elmo
4. Place all remotes inside the teachers station

5. Lock all Teacher's station doors
6. Close the door to the classroom (Note: Please DO NOT leave Smart Classrooms unlocked and unattended)

POSSIBLE PROBLEMS

1. **The Projector will not power on:**

- ✦ Check the batteries in the remote (Note: All remotes use Double A batteries)
- ✦ Check to see if there is an on/off switch on the wall
- ✦ Stand directly in front of the projector while using the remote
- ✦ Turn OFF the fluorescent overhead lights

2. **The Teacher's Station isn't projecting:**

- ✦ Turn the Laptop/Teacher's station switchbox to PC/MAC (Note: This box is labeled with a BLUE label)

3. **VCR is asking for a language choice:**

- ✦ Press Exit on the VCR Remote or use the left arrow key on the VCR remote.

4. **The Elmo isn't projecting:**

- ✦ Is the VCR turned on?
- ✦ Is the VCR channel set to L1?
- ✦ Is the projector set to VIDEO

5. **I can't hear any sound:**

- ✦ Is the audio amp (sound box labeled with the SILVER label) turned on and set to the correct setting?

Any problems, contact the HELPDESK and clearly state the following:

1. Using a cell phone from within the classroom, contact Helpdesk at helpdesk@cofc.edu or **953-3375**
 - ✦ If the problem is preventing your from completing your class and you need immediate assistance press "1", if not, press "3".
2. TELL THEM IT IS A SMART CLASSROOM
3. Tell them your name
4. Give a **detailed description of what the problem appears to be**. DO NOT say the computer isn't working. Try to be as specific as you can.