Smartroom Operation Procedure V4.0

Start- Up:

- Wake up the panel by touching the *touch panel.*
- Press *power* on upper right corner of the *touch panel*. This lowers the screen and turns on the projector.
- Log into *computer*. (if using computer)
- Choose the *source* you want to go to the projector by selecting it on the *touch panel*. (i.e.: Computer)
- Volume may be adjusted using the far right of the *touch panel*.
- VCR / DVD functions (Play, Stop, etc) are done from the *touch panel*.
- Viewing video material (DVD / BD) may be done through the local monitor as well.
- Video can be muted by pressing the *video mute* button.
- The screen can be controlled independently through the *screen* button on the touch panel.
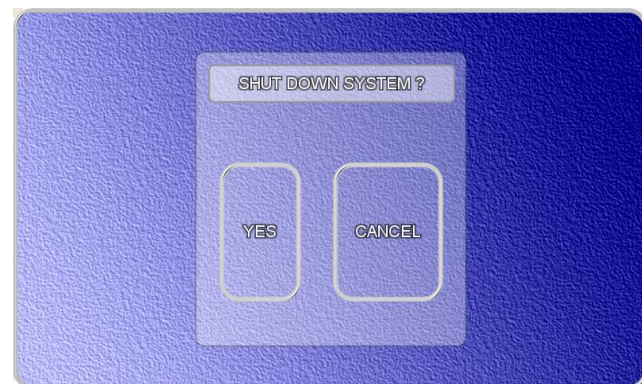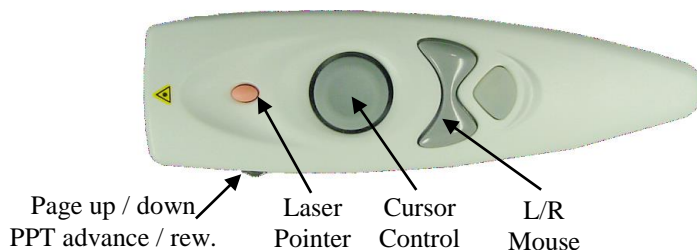
For troubleshooting see other side.

ROOM:
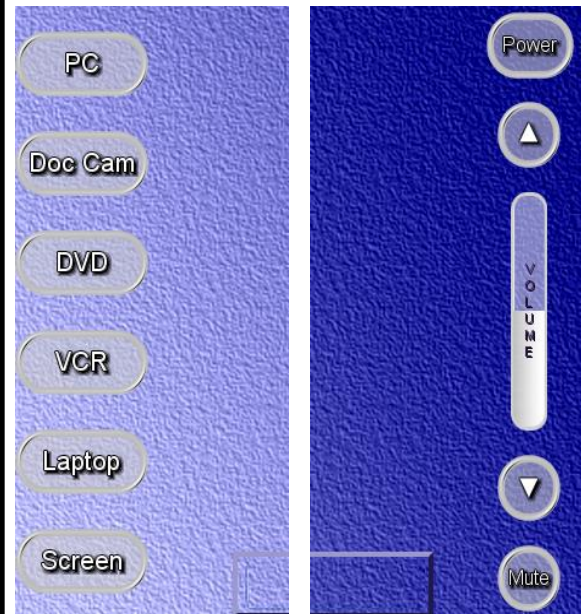
Shut Down:

- Press the *power* button on the control panel.
- *Confirm* the shutdown.
- *Retrieve* any media you may have brought. (i.e.:flash drive, DVD's, CD's)
- Be sure to log off of the *computer*.
- *Return* the wireless mouse.

For troubleshooting see other side.

Wireless Mouse

Page up / down PPT advance / rew.
Laser Pointer
Cursor Control
L/R Mouse

For all Smart Room system issues, please contact the Technology Services **Help Desk** at **694-5457**

Troubleshooting Guide:
Try these tips first if you have troubles

Problem	Possible Solution	Can't Fix it? Call
The Projector won't turn on.	• Press "Power" on control panel. • 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.	Help Desk X 5457
The projector turns itself off after 10 minutes.	• The lamp may be wearing out or is approaching its maximum lamp hours. Look for an on-screen message at power up. • Report the problem to the Help Desk.	Help Desk X 5457
Screen won't come down / up.	• Screen controls can be accessed through the touch panel. Raise or lower as needed. • Screen May be manual or controlled by wall switch.	Help Desk X 5457
No sound	• Confirm your source has sound. • Confirm the Computer volume hasn't been muted / turned down from windows. • Un-mute / turn up the volume from the touch screen on the control panel.	Help Desk X 5457
The computer won't display.	• Select "Computer" on control panel. • Confirm the *video mute* button is off. • Confirm you're logged in. • Pressing the "Computer" button more than once cycles you through the different computer inputs on the projector. By pressing the button once or twice more can cycle you to the correct input.	Help Desk X 5457
Laser pointer won't work.	• 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.	Help Desk X 5457
I can't log in.	• Log in using the generic *instructor* user name in the lab domain. • Log in using you own user name on the USR domain, (like you use in your office) by typing *usr/username*, then the password	Help Desk X 5457

For complete smart classroom or Sympodium training call Ken Burton, 694-8833 or email at kburton@icc.edu
For more help with designing PowerPoint presentations or using Web-based material in your smart classroom, contact or visit the Teaching and Learning Center in 240A on the East Peoria Campus; 694-8908 or tlc@icc.edu.