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.

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.

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

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| 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.