Smart Classroom Quick-Start Guide

Extron MLC 104 PLUS DV+
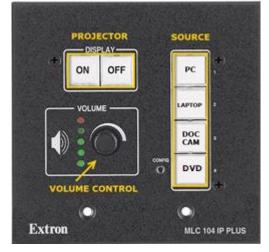
Getting Started

1. **If needed, POWER ON** the display and unlock cabinet doors. (computer should already be powered on)
2. **LOGIN**: Use your Clarion username/password; alternatively, use the Guest Login below right.
3. Lower the projector screen.
4. **PRESS "ON"** to power on the projector (Figure 1).
5. **Choose a SOURCE** (computer, laptop, DVD/Blu-Ray, document camera) to display.
6. Most classrooms are equipped with dual displays; the source you want to project must appear on the Wacom display.

Figure 1: Controller

Optional Equipment

Each smart classroom includes a minimum of a **computer, podium, and projector**. Most smart classrooms also have one or more of the following*:

1. **Wireless mouse and/or keyboard**
2. **DVD/Blu-Ray Player**
3. **Document camera**
4. **Laptop connections**

***NOTE**: Please see attached **USER GUIDE** for operating instructions.

Shutting Down

1. **PRESS "OFF"** to power off the projector (figure 1).
2. **POWER OFF** doc camera if used.
3. **PRESS "PC"** to return the display source to the computer (figure 1).
4. **LOG OFF** the computer, **DO NOT SHUT DOWN**.
5. **Please place keyboard, mouse back in the cabinet and close and lock all cabinet doors.** Place wireless mouse back on the charging cradle making sure the charging light is lit.
6. **POWER OFF** the display screens.

File Storage: Instructors have **1 TB** of file storage available on OneDrive. Must have Multi-Factor Authentication (MFA).

SMART CLASSROOM HELP
Please report problems to the Help Desk at 393-2640 or helpdesk@clarion.edu
Indicate the building, room number, Computer CSID # (on label), and identify it as a smart classroom.
After 4:30 p.m. please contact Robert Hoover at (814) 393-2743.
ITV or Mediasite questions, contact the LTC at 393-1848.

Training: If you would like training on the Smart Classroom system, please contact the Learning Technology Center (LTC) at x1848

Smart Classroom Web site: For more detailed documentation, resources, and contacts see:
http://www.clarion.edu/ltc/ **and navigate to Instructional Technologies > Classroom technology**

CLASSROOM INFORMATION

Building _____Room _____

Computer ID _____

GUEST LOGIN:
Username: _____

Password: _____

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