# *Smart Classroom* Quick-Start Guide

## Getting Started

1. Locate the device port wall plate (*Figure 1)*. The device port connects your laptop to the overhead projector.

2. Locate the controller on the wall, sometimes behind the sliding front doors (*Figure 2*). The controller will turn on/off the projector.

3. Connect the laptop using a standard VGA monitor cable or HDMI cable.



Figure 1

4. Turn projector on using the display buttons on the wall mounted controller. (Figure 2)

5. Select the source (Laptop 1 or 2, DVD, HDMI or VGA, or Document Camera.) Source button options will vary from room to room. *(Figure 2)*

6. *Optional*: Connect the network cable to the white slot located on the network connection box, if needed. *See Figure 3*

7. To adjust room audio as needed, use the volume control to adjust the sound levels. There are speakers located in the ceiling. *(Figure 2)*
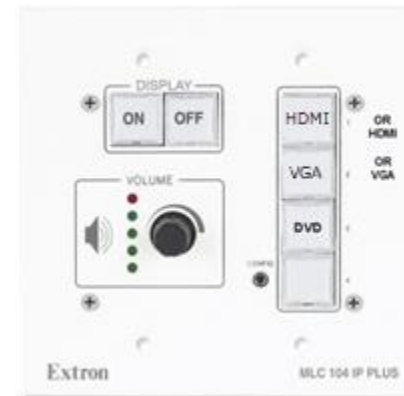
Figure 2

Figure 3





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

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**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 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**

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**CLASSROOM INFORMATION**

Building _____Room _____

Computer ID _____

**GUEST LOGIN:**
Username:  _____

Password:  _____

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## Shutting Down

1.  Close all applications.

2.  Turn off any peripherals, if applicable. (DVD/Blu-Ray Player)

3.  Turn off the projector by pressing off button located wall mounted controller. (*Figure 2*)

4.  Disconnect all cables to laptop and / or network port, and controller.