

Smart Classroom Quick-Start Guide

SmartExpressions Cart

Getting Started

1. Obtain the keys to the cabinet from the department representative.
2. Unlock the cabinet door and open the projector door located on the top of the cart. Pull out the keyboard tray (if available).
3. Cart should be powered on. If not, turn on the power to the cabinet by pressing the Power On/Off button (**Figure 1**)
4. If the computer is not on, open the cabinet and press the power button on the computer.
5. **LOGIN:** Use your assigned Clarion username/password; alternatively, use the Guest Login below.
6. **TURN ON** the projector: If available, use the remote control; otherwise, use the **ON** button located on top of the projector.
7. Check the projection image on the screen for alignment. If it is not properly aligned, move the cart and/or adjust the mirror on the projector. (**Note: Do not touch the mirror or you may damage it.**)
8. Using the remote or the controls on top of the projector, set the projector to PC (computer). Projector buttons (input, mode) vary.



Figure 1

Using the Equipment

Each smart classroom includes a minimum of a **computer, podium or cart, and projector**. Laptop connections and volume controls are located on the Controller (Figure 1). Other equipment may include a DVD/VCR player and/or a SMART Board.

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

Shutting Down and Closing the Cart

1. **LOG OFF** the computer; DO NOT shut down.
2. **TURN OFF** the projector using the remote or by pressing the on/off switch located on the top of the projector twice.
3. **DO NOT turn off the power** to the cart or **unplug** from wall outlet.
4. Place remotes back in the cabinet.
5. Push in the keyboard tray (if available).
6. Lock the cabinet and return the keys to the department representative.

File Storage: Instructors have **50 MB** of file storage available on Clarion's Web Drive (Jupiter). The login procedures will automatically connect users to their Web Drive space. To locate or save your files, go to **Start > Computer > Network Locations**. For more information on using Jupiter go to www.clarion.edu/computing and navigate to the Jupiter Drive link.

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 Carl Callenburg at 393-2449.

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: _____