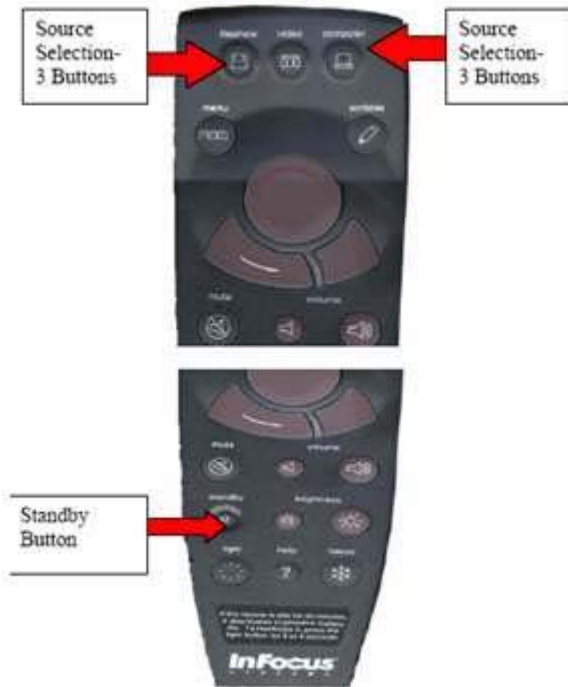


Smart Classroom Equipment Quick Sheet

Infocus: Analog

Projector Remote



USING THE COMPUTER

1. **Turn on computer**
2. **Login** to the computer **with your Cougars username and password**
3. **Turn on projector** (Press the STANDBY/ON button)
4. Make sure projector is in Computer mode (**press the RGB button**)
5. **Turn the Laptop/Teacher's station switchbox to PC/MAC** (**Note:**This box is labeled with a BLUE label)
6. **Turn the audio amp to Computer** (**Note:**This box is labeled with a SILVER label)

USING THE VCR

1. **Turn on the VCR**
 2. **Turn on the projector** (Press the STANDBY/ON button)
 3. Make sure projector is in the Video mode (**press the VIDEO button**)
 4. **Turn the audio amp to VCR** (**Note:**This box is labeled with a SILVER label)
 5. **Insert video**
 6. **Press Play**
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USING THE ELMO

1. **Turn on the Elmo** (**Note:** The power button is located on the back of the Elmo)
2. **Turn on the VCR**
3. **Turn on the projector** (Press the STANDYBY/ON button)
4. Make sure projector is in the Video mode (**press the VIDEO button**)
Note: If you do not see the Elmo projecting on the screen then make sure the VCR is set to L1. To do this use the channel changing buttons on the front of the vcr.

BEFORE YOU LEAVE THE CLASSROOM

1. **Log off/Shut down the computer**
2. **Shut down the projection unit** (**Note:** the message POWER OFF appears on the screen, press the off button a second time to turn off the projection unit)
3. **Power off the Elmo**
4. **Place all remotes inside the teachers station**
5. **Lock all Teacher's station doors**
6. **Close the door to the classroom** (**Note:** Please DO NOT leave Smart Classrooms unlocked and unattended)

POSSIBLE PROBLEMS

1. **The Projector will not power on:**
 - a. **Check the batteries in the remote** (**Note:** All remotes use Double A batteries)
 - b. **Check to see if there is an on/off switch on the wall**
 - c. **Stand directly in front of the projector while using the remote**
 - d. **Turn OFF the fluorescent overhead lights**
2. **The Teacher's Station isn't projecting:**
 - a. **Turn the Laptop/Teacher's station switchbox to PC/MAC** (**Note:**This box is labeled with a BLUE label)
3. **VCR is asking for a language choice:**
 - a. **Press Exit** on the VCR Remote or use the left arrow key on the VCR remote.
4. **The Elmo isn't projecting:**
 - a. Is the **VCR turned on**?
 - b. Is the **VCR channel set to L1**?
 - c. Is the **projector set to VIDEO**
5. **I can't hear any sound:**
 - a. Is the **audio amp** (sound box labeled with the SILVER label) **turned on** and **set to the correct setting**?

Any problems, contact the HELPDESK and clearly state the following:

1. **Contact Helpdesk** at helpdesk@cofc.edu or 953-3375
2. **TELL THEM IT IS A SMART CLASSROOM**
3. **Tell them your name**

4. **Give a detailed description** of what the problem appears to be. DO NOT say the computer isn't working. Try to be as specific as you can.

Note: We recommend sending Helpdesk an email vs. calling (helpdesk@cofc.edu/953-3375)