

1. **Turn on the Elmo** (**Note:** The power button is located on the back of the Elmo)
2. **Turn on the projector** (Press the ON/OFF button)
3. Make sure projector is in the Computer mode (**press the COMPUTER button**)
4. **Turn the Laptop/Teacher's station/Elmo switchbox to Elmo** (**Note:**This box is labeled with a BLACK label)

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/Elmo switchbox to Teacher's Station** (**Note:**This box is labeled with a BLACK 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 **projector set to COMPUTER?**
 - b. Is the Laptop/Teacher's station/Elmo **switchbox set to Elmo?**
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)

