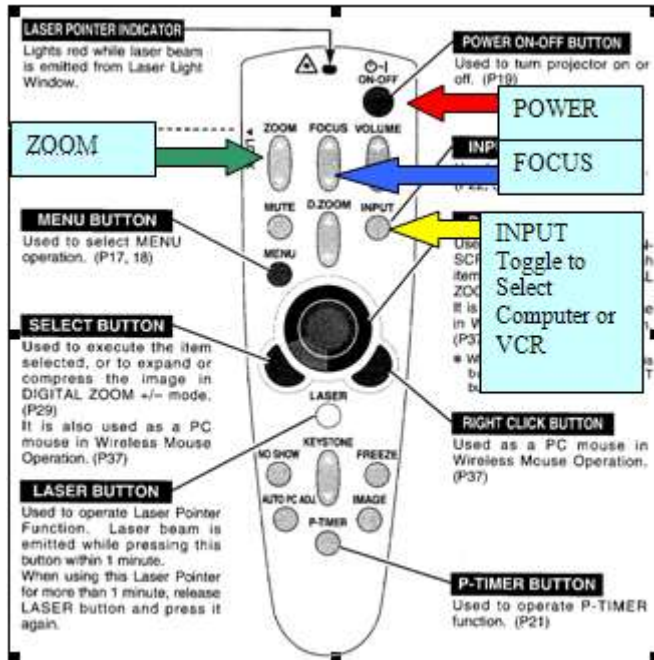


# Smart Classroom Equipment Quick Sheet

## Sanyo PLC-XP41 & 41L: Digital

### 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 ON/OFF button)
4. Make sure projector is in Computer mode (toggle the INPUT button on the remote to select Computer )
5. Turn the Laptop/Teacher's station/Elmo switchbox to Teacher's Station (Note:This box is labeled with a BLACK 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 ON/OFF button)
3. Make sure projector is in the Video mode (toggle the INPUT button on the remote to select Video )
4. Turn the audio amp to VCR (Note:This box is labeled with a SILVER label)
5. Insert video
6. Press Play

## USING THE ELMO

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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 (**toggle the INPUT button on the remote to select Computer**)
4. **Turn the Laptop/Teacher's station/Elmo switchbox to Elmo** (**Note:**This box is labeled with a BLACK label)

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## BEFORE YOU LEAVE THE CLASSROOM

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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)

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## POSSIBLE PROBLEMS

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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?**

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

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1. **Contact Helpdesk** at [helpdesk@cofc.edu](mailto: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](mailto:helpdesk@cofc.edu)/953-3375)

