

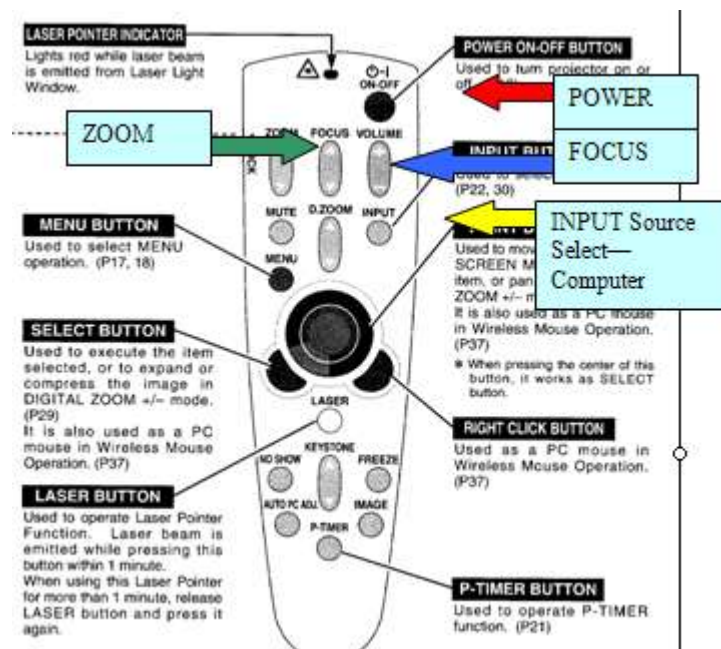
Connecting your Laptop in a Laptop Ready Smart Classroom (LRSC)

Connecting the Laptop/Turning ON the projector (Overview)

- Connect the video and audio cables to the laptop computer. If network connectivity is required, connect the blue Ethernet cable or connect to Campuswide wireless network on machine boot up.

Please Note: Projector remote and all necessary cables are located in a locked box. A standard teacher's station key is required for access to the lock box. Access to the wireless network requires a valid username and password. Contact Helpdesk for username and password assistance. This room DOES NOT HAVE A VCR.

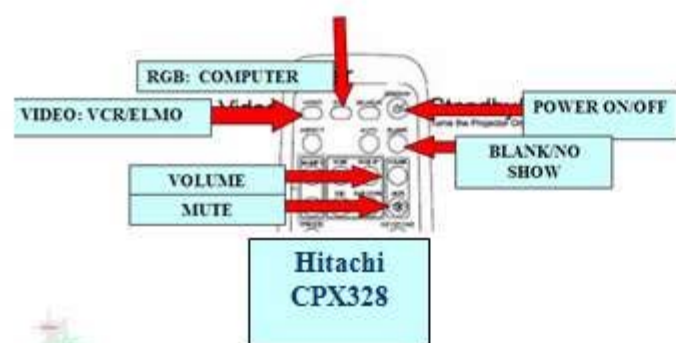
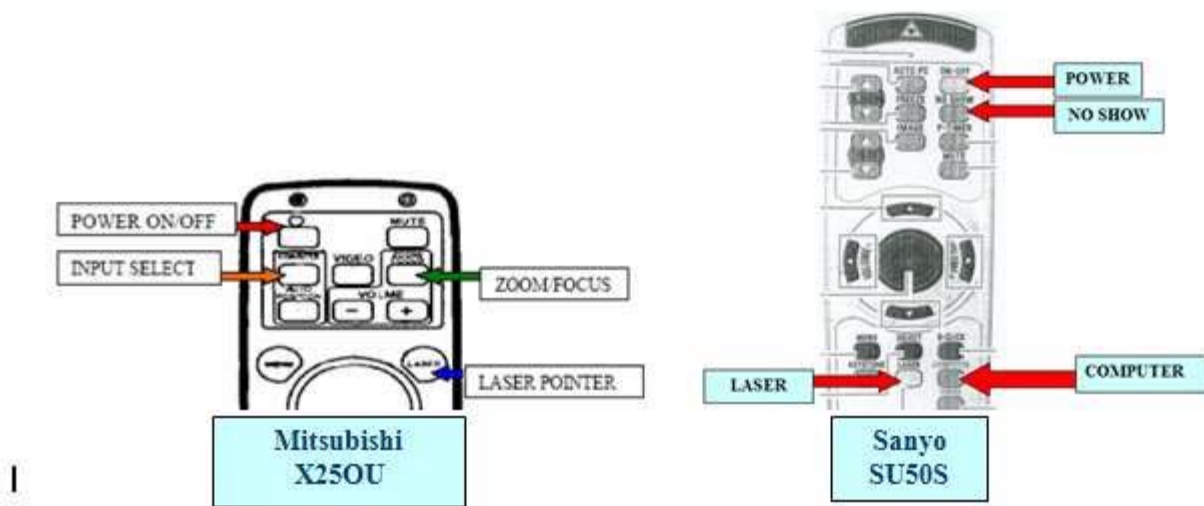
- Turn on the computer.
- Turn the projector bulb on by pressing the **POWER** button on the remote control. The bulb indicator light on the projector lights up GREEN.
- Select the desired external input source (Computer) by using the **INPUT** button on the remote.



Disconnecting the Laptop/Turning OFF the projector (Overview)

- Press the **POWER** button on the remote. The message " **POWER OFF? YES: PRESS AGAIN**" appears on the screen.
- Press the **POWER** button again. The light source lamp will be turned off and a blinking **GREEN** light will appear on the projector. Turn **OFF** the equipment connected to the projector. Disconnect video/audio/Ethernet cables from laptop.
- Please make sure to replace projector remote back in the Teacher's Station and lock the doors.

Other Remotes



NOT THE REMOTE IN YOUR ROOM?

Go to:
http://www.cofc.edu/~liaisons/facultytraining/tutorials/SC_Tutorials/remotes.pdf
 to view the tutorial "How Many Projector Remotes are on Campus and How do I use them."



What is a Laptop Ready Smart Room (LRSC)?

- A Laptop Ready Smart Classroom contains a projection unit, sound system, projection screen, and Ethernet connection. Often, Campuswide wireless connectivity is available. To check for Campuswide availability in your classroom, go to <http://www.cofc.edu/~comproom/> or www.campuswide.cofc.edu.
- A username and password is required. Contact the [Helpdesk](#) (953-DESK) if you need a login and password for Campuswide.
- This room DOES NOT HAVE A VCR. Please contact [College Relations and Media Communications](#) if you require a VCR/TV.
- DVD's can be played thru the projection system if your laptop is equipped with a DVD player. If not, and you require one, please contact [College Relations and Media Communications](#) to have one delivered to the room.

How do I get the keypad combination?

- Every faculty member has access to the keypad combinations by logging into the faculty section of Cougar Trail (<https://cougartrail.cofc.edu/>). If you are using this room for a conference or seminar or you are a College of Charleston staff member, please contact the Registrar's Office for assistance. The Office of the Registrar can be reached by phone at 843-953-5668 or 843-953-4831 or by E-mail at registrar@cofc.edu.

Note: Keypad Codes are confidential and will be changed by the Registrar's office if given to students.

How do I get a key to the Lock Box?

- Each Academic Department has been given their own set of keys to the Lock Boxes and Nova Desks. Please contact your department chair to request a key.
- If you are using this room for a conference or seminar or you are a College of Charleston staff member, please contact the Registrar's Office for assistance. The Office of the Registrar can be reached by phone at 843-953-5668 or 843-953-4831 or by E-mail at registrar@cofc.edu.



How do I connect my laptop, use the projection unit and access the network?

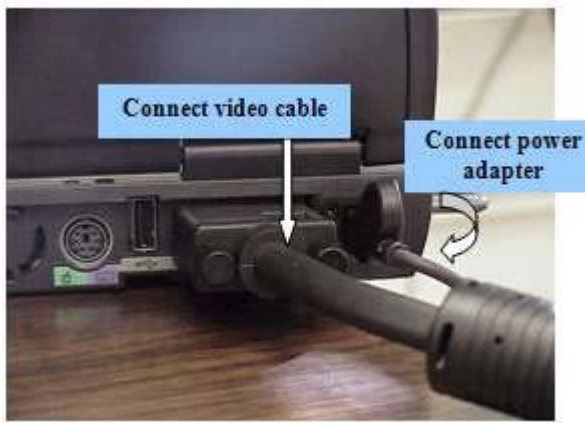
- The projector remote and all necessary cables are located in a locked box. An Ethernet cable is available in most rooms.
- A **standard 101 TA teachers station key** is required for access to the lock box. Please contact your department for a teacher's station key.
- Access to the Campuswide wireless network requires a **valid username and password**. Contact [Helpdesk](mailto:Helpdesk@cofc.edu) (953-DESK) for username and password assistance. For additional information on Campuswide go to: www.campuswide.cofc.edu
- If you are using a **departmental laptop**, a **login id and password** may be required for the machine. Contact your department for this information.



Step by Step Instructions for Connecting your Laptop (PC USERS)

PC Instructions

1. Connect the video cable located in the wall lockbox to the laptop.
2. Connect the power adapter to the laptop. Plug the adapter into the electrical outlet (if the battery power on the laptop is low).



3. Connect the Ethernet cable to the laptop or insert the wireless card (if required) to connect to Campuswide.



4. Connect the audio cable to the laptop if you require sound.



5. Power/turn on the laptop.
6. Login to the laptop if required. If you are connected to campus network using the Ethernet connection you should be able to access the internet. If you need access to campus resources, you will need to log on to the campus network using your College of Charleston network login and password. If you are connected to the campus network using the Campuswide wireless connection, you will have to login with your username and password before you can access the internet.



7. Turn the projector bulb on by pressing the **POWER** button on the remote control. The bulb indicator light on the projector lights up GREEN.
8. Select the external input source (Computer).



9. PC USERS:
Most PC laptops have the ability to toggle through 3 display states. 1) laptop only, 2) projector only, 3) laptop and projector.
Ideally most users will prefer simultaneous laptop and projector display. Hold down the Fn button while pressing CRT/LCD key once. If you do not get the desired result do it again. There are only three possibilities so you should only need to cycle through 3 times.



Step by Step Instructions for Connecting your Laptop (MAC USERS)

1. Connect the video cable adapter to your laptop.



2. Connect the video cable located in the wall lockbox to the laptop.
3. Connect the power adapter to the laptop. Plug the adapter into the electrical outlet (if the battery power on the laptop is low).



4. Connect the Ethernet cable to the laptop or insert the wireless card (if required) to connect to Campuswide.



5. Connect the audio cable to the laptop if you require sound.



6. Power/turn on the laptop.
7. If you are connected to campus network using the Ethernet connection you should be able to access the internet. If you need access to campus resources, you will need to log on to the campus network using your College of Charleston network login and password. If you are connected to the campus network using the Campuswide wireless connection, you will need to login with your username and password before you can access the internet.
8. Turn the projector bulb on by pressing the **POWER** button on the remote control. The bulb indicator light on the projector lights up GREEN.
9. Select the external input source (Computer).



Common Troubleshooting Tips

The Computer will not turn on

- CHECK THE AMOUNT OF POWER AVAILABLE FOR YOUR BATTERY PACK.
- PLUG THE POWER ADAPTER INTO THE LAPTOP AND THE WALL OUTLET.

The computer is on but the image is NOT projecting on the screen - The Projector Remote Control Unit does not work - The Projection Unit will not turn on

- Turn the projector bulb on by pressing the **POWER** button on the remote control. The Bulb indicator light *on the projector* lights up GREEN.
- When turning on the projector, it takes about **30 SECONDS TO DISPLAY AN IMAGE**. If the IMAGE DOES NOT APPEAR after 30 Seconds: check that the system you select is corresponding with your computer or video equipment. **USE THE INPUT BUTTON TO SELECT THE INPUT DEVICE FOR COMPUTER.**
- Make sure that the **REMOTE IS WITHIN THE OPERATING RANGE** of the projection unit.
- **REPLACE** the Remote Control **BATTERIES**
- **PC USERS:**
Most PC laptops have the ability to toggle through 3 display states. 1) laptop only, 2) projector only, 3) laptop and projector.
Ideally most users will prefer simultaneous laptop and projector display. Hold down the Fn button while pressing CRT/LCD key once. If you do not get the desired result do it again. There are only three possibilities so you should only need to cycle through 3 times.

Requesting Assistance in the Classroom

- If you experience a functional problem with the **projection unit, network connection, and/or sound system** in this room please report it to **Helpdesk** by calling **3-3375**.
- If you are experiencing difficulties with your laptop, please contact Helpdesk and give them your office location and contact information to generate the Helpdesk Call.
- **Note: During the course of the call the Helpdesk operator may enquire whether it's OK for a support person to come to the room while your class is in session. If you prefer that your class not be interrupted, the support person will identify a time when the room is not in use and plan to work on the problem at that time.**

At the close of your call to Helpdesk, the operator will give you the work order number that has been assigned to your call. This number will serve as a quick reference to your call for the both the Helpdesk operators and the support person who responds to your call. Please write this number down and keep it until your call has been

closed.

COMMON PROBLEM DESCRIPTIONS:

Projector/Remotes:

- The projector will not power on
- The remote for the projection unit is not responding
- The image is not projecting on the screen
- The Remote is not responding
- The Remote is missing from the room

Network Connection:

Which network connection is having the problem?

- Campuswide Wireless
- Ethernet

Classroom Training

Informal, hands-on training sessions are held at the beginning of each fall and spring semester. These sessions are intended to give faculty a quick overview of the equipment in their Smart Classrooms.

Sessions often last 2 hours and include a demonstration of the equipment and dedicated time for questions and hands activities using any course material or equipment participants would like to try out in the room.

[Currently Scheduled Workshops](http://www.cofc.edu/~liaisons/facultytraining/currentworkshops.html) (<http://www.cofc.edu/~liaisons/facultytraining/currentworkshops.html>)

If you are interested in one-on-one training please [contact your Academic Computing Liaison](#) to schedule an appointment (<http://www.cofc.edu/~liaisons/whatwedo/index.html#ContactInfo>).