

Hole Academic Centre

HAC Smart Classroom Instructions

Laptop / PowerPoint Operation

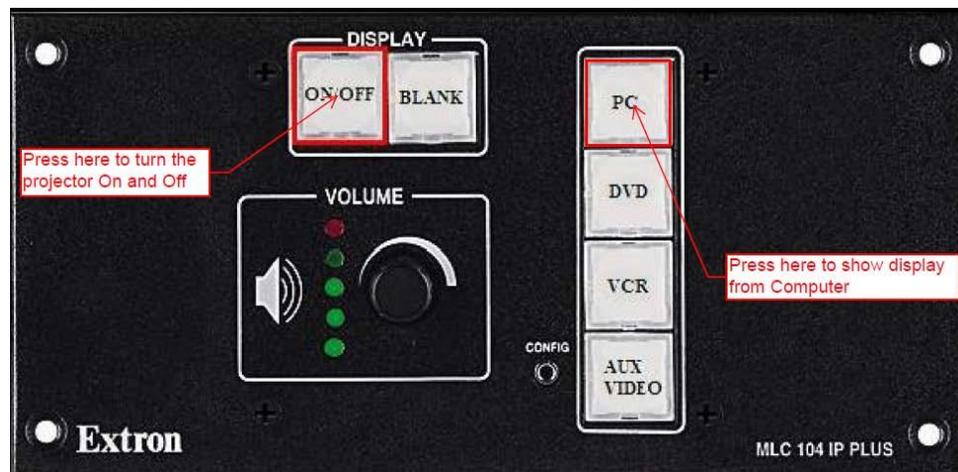
1. Extend the projector screen using the screen switch on the wall.
2. Turn the Laptop on.

Note: *You may need to press and hold **Windows** button key while tapping **P** key to show display on projector screen. **Choose the second option.***



3. Logon using your username and password. (same as the login used at your desk)*.
4. Open your PowerPoint file from your H:\ drive (not available from the guest account).
5. Turn on the projector by pressing the On/Off button on the Extron's Controller.

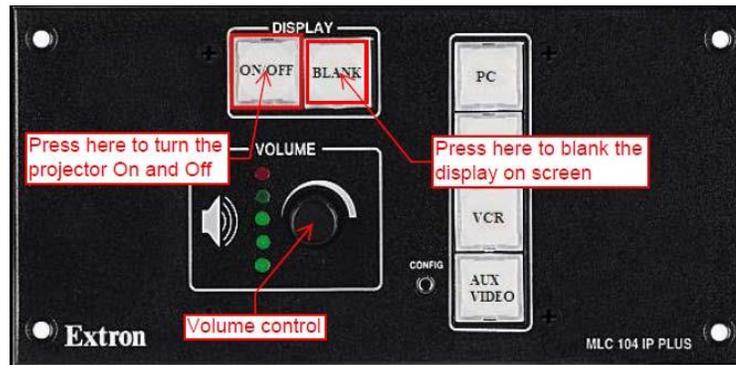
*If you do not have a username and password, login using the guest account:
Username: **.\concordia** Password: **concordia**; in the log on to box, click the drop down arrow and select CSERV-xx (this computer); Click OK.
Note: Guest users will need to have their presentation on CD or USB memory stick.



6. Once the **GREEN** light stops flashing, press the PC button to show display from the PC.
7. Use the Logitech wireless presenter for your presentation slide show.



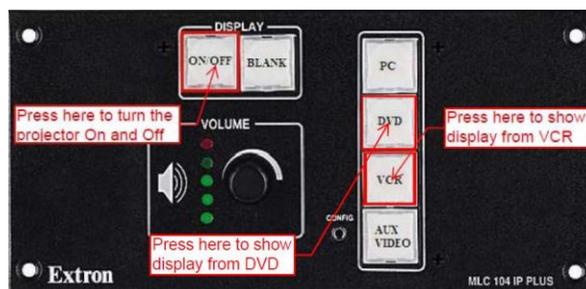
8. If you wish to blank the screen so you can use it again later in your class, you may do so by pressing the BLANK button on the Extron's Controller (this will blank out the display screen).
9. Use the Volume control knob to adjust your audio.

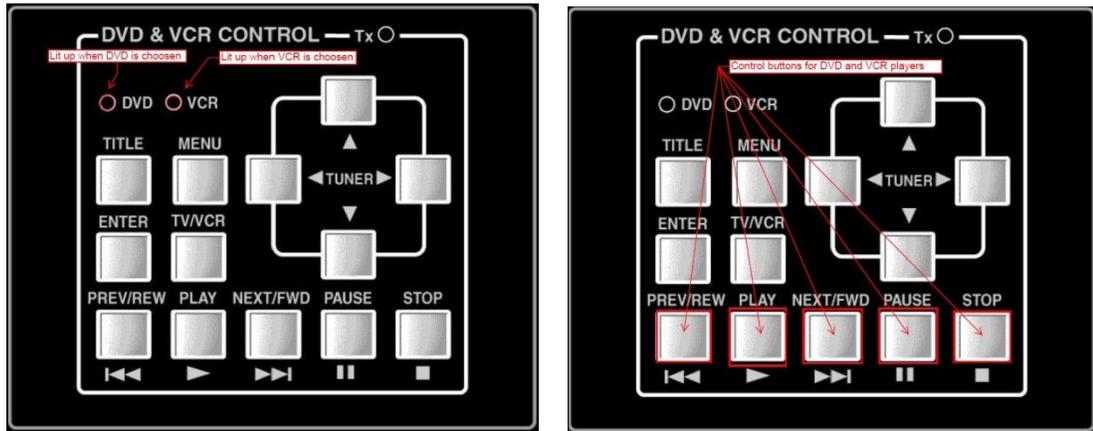


10. At the end of your use or your class please turn off the projectors by pressing the On/Off button.
11. Log yourself off and leave the Laptop on for next user.

DVD/VCR Operation

1. Extend the projector screen using the screen switch on the wall.
2. Turn on the projector by pressing the On/Off button on the Extron's Controller.
 - a. The On/Off key's blinking **GREEN**, indicates the projectors are in the warm up process.
 - b. The On/Off key's blinking **AMBER**, indicates the projectors are in the cool down process.
3. Once the green light goes steady, press the DVD or VCR button on the Extron's Controller depending on whether you are showing a VHS tape or a DVD disc. This will switch the input to either DVD or VCR and enable the DVD's & VCR's controls.





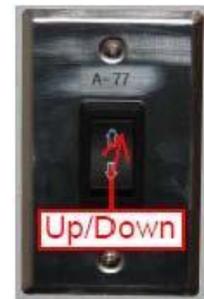
(Fig.7)

4. Turn the DVD or VCR unit on.
5. Insert your DVD disc or VHS tape into the appropriate player.
6. Use the appropriate buttons for controlling your DVD or VHS player during your play (Fig.7).
7. Use the Volume control knob to adjust your audio.
8. Eject your DVD disc or VHS tape and turn the DVD or VCR machine off after your use.
9. Turn the projector off by pressing the On/Off button.

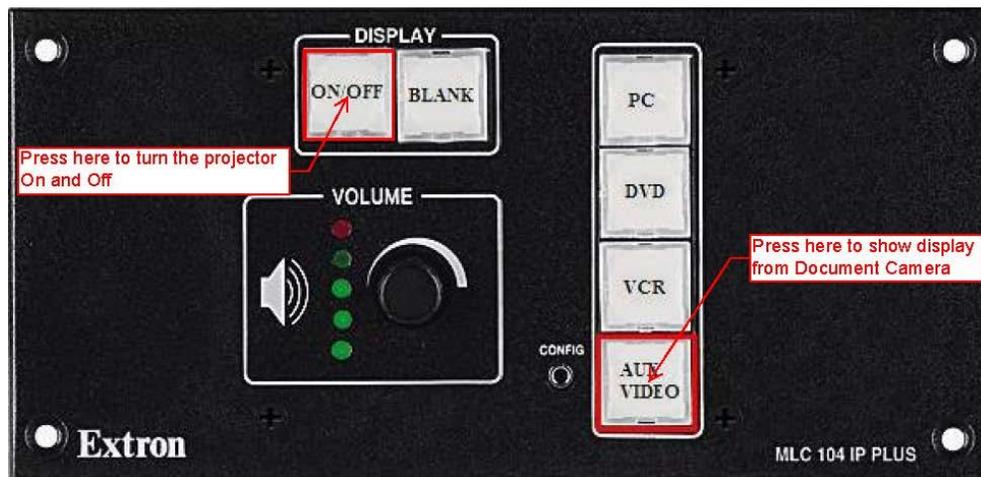


Document Camera Operation

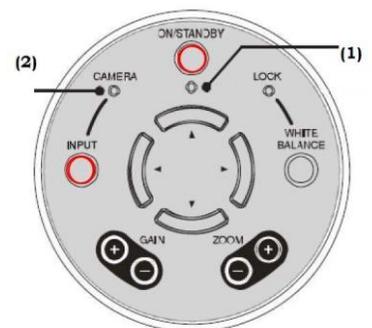
1. Extend the projector screen using the screen switch on the wall.



2. Turn on the projector by pressing the On/Off button on the Extron's Controller.



3. Once the **GREEN** light goes steady, press the Aux/Video button on the Extron's Controller (see the picture above).
4. Turn the Toshiba Document Camera on by pressing the On/Standby button on Document reader control panel until the LED (1) is **GREEN** (amber indicates off).
5. Turn the camera light switch on by using the On/Off switch on the side of the camera.
6. Press the Input button on the Document Camera control panel until the Camera LED (2) lit up (**AMBER**).
7. Place the document directly under the camera.
8. When you are finished using the Document Camera please turn the system off.



TROUBLESHOOTING

**before calling the Help Desk, try some of these common solutions*

Problem: There is no display on the monitor (or display on projector screen).

Solution: Check if the Laptop is ON and the Projector is ON.

Check if the PC button is pressed (to show the display from PC).

Press and hold the **Windows button** key while tapping on **P** key. Make sure to choose the second option.

Problem: When I try to use the ON/OFF button, it's flashing **amber/green** and does not respond.

Solution: If the **ON/OFF** button is flashing **amber** or **green**, wait for it to stop, and try again.

If the **ON/OFF** button is not flashing, call IT Services at ext. 316 to have the unit reset. We will need the room number in order to reset the Control Panel.

Problem: I cannot login to the desktop. It states my username and/or password is incorrect.

Solution: In the drop down box next to 'Log in to:' change it to 'ADANET' and try again. If this does not work, press and hold the power button on the desktop until it powers off, and wait 3 seconds then power it back up and try logging in again. If you still cannot login, call the helpdesk or use the Concordia guest account.
**See step 3 under the Laptop/PowerPoint Operation on Page 1 for the login procedure.*

Problem: I get an error that the Domain is not available when I try to logon to the desktop.

Solution: Restart the Computer and try logging in again, if the same problem occurs call IT Services at ext. 316.

Please contact Help Desk at (780) 479 9316 for more assistance