

Hole Academic Centre

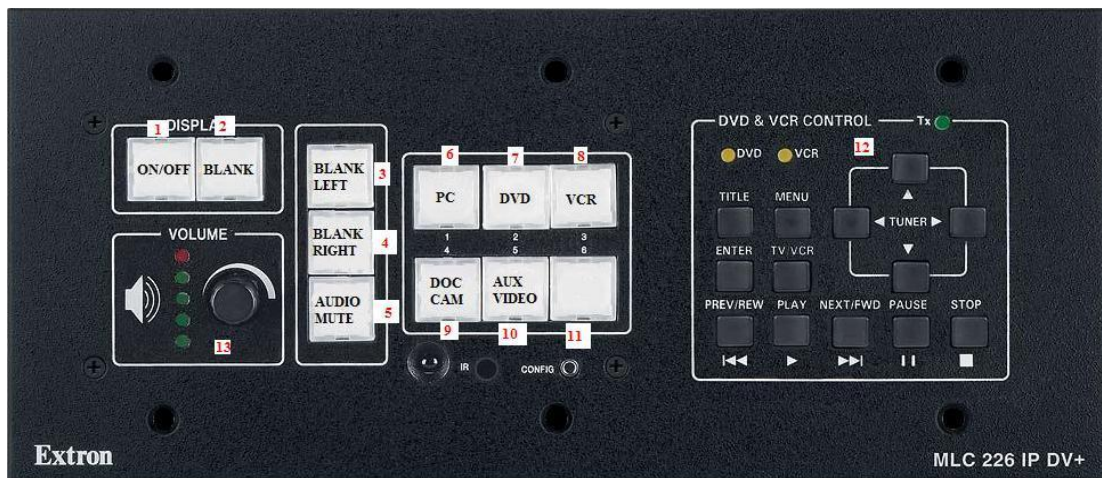
HA015 & HA017 Smart Classroom Instructions

Desktop / PowerPoint Operation

1. Extend the projector screens using the screen switches on the wall.
2. Turn the Desktop PC on.
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 projectors (left and right) by pressing the On/Off ¹ 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.



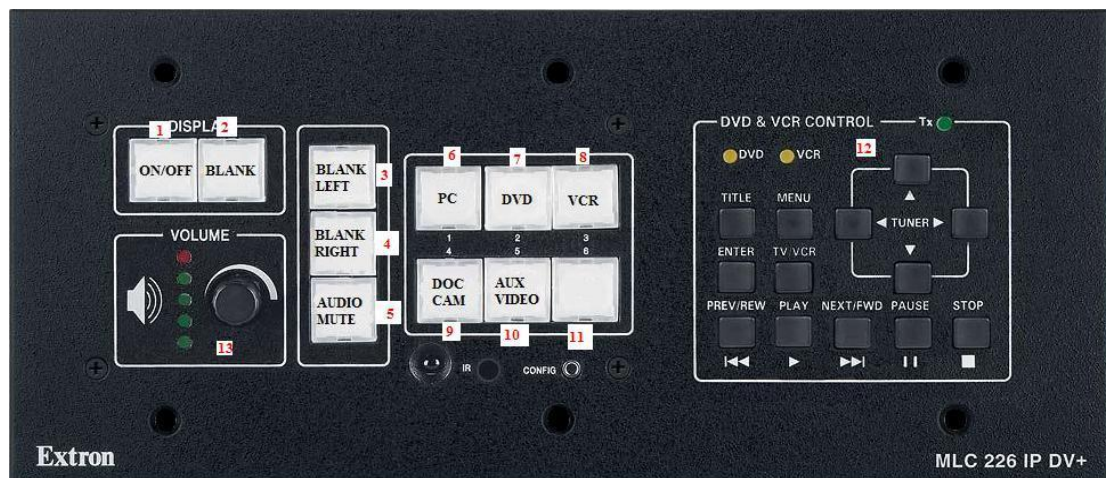
6. Once the green light stops flashing, press the PC button ⁶ to show display from the PC.
7. Use the Logitech wireless presenter for your presentation slide show.



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 buttons^{3&4(left and right)} on the Extron's Controller.(this will blank out either the right or left screen or even both).
9. At the end of your use or your class please turn off the projectors by pressing the On/Off¹ button.
10. Log yourself off and leave the PC on for next user.

DVD/VCR Operation

1. Extend the projector screens using the screen switches on the wall.
2. Turn on the projectors (left and right) by pressing the On/Off¹ button on the Extron's Controller.
 - a. The On/Off¹ key's blinking green, indicates the projectors are in the warm up process.
 - b. The On/Off¹ key's blinking amber, indicates the projectors are in the cool down process.



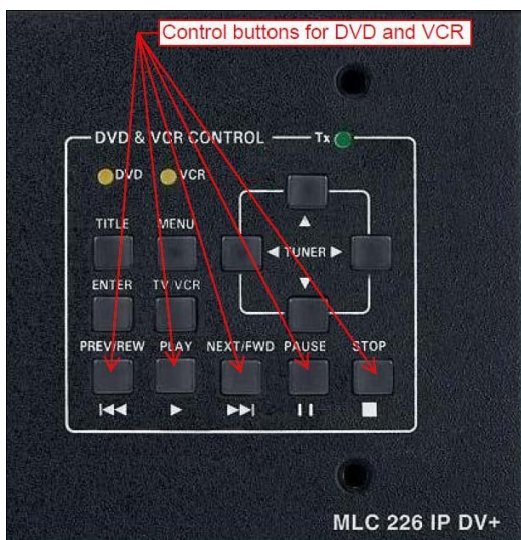
3. Once the green light goes steady, press the DVD⁷ or VCR⁸ button on the Extron's Controller depending on whether you are showing a VHS tape or a DVD disc. This will switch the input to either DVD or VCR and enable the DVD's & VCR's controls¹².

4. Turn the DVD/VCR combo unit on.

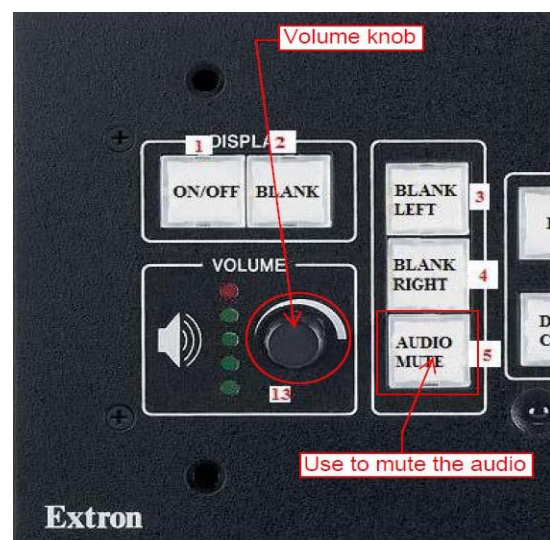
5. Insert your DVD disc or VHS tape into the appropriate player.



6. Use the appropriate buttons (Fig.8) for controlling your DVD disc or VHS tape during your play.



(Fig.8)



(Fig.9)

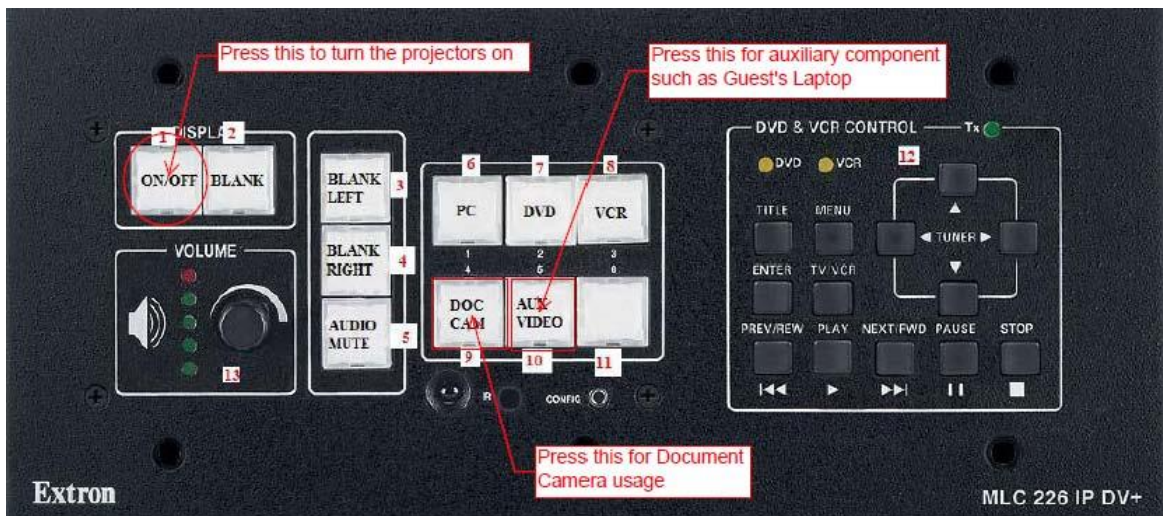
7. Use the Volume control knob (Fig.9) to adjust your audio.

8. Eject your DVD disc or VHS tape and turn the DVD/VCR combo machine off after your use.

9. Turn the projectors off by pressing the On/Off¹ button.

Document Camera Operation

1. Extend the projector screens using the screen switches on the wall.
2. Turn on the projectors (left and right) by pressing the On/Off¹ button on the Extron's Controller.



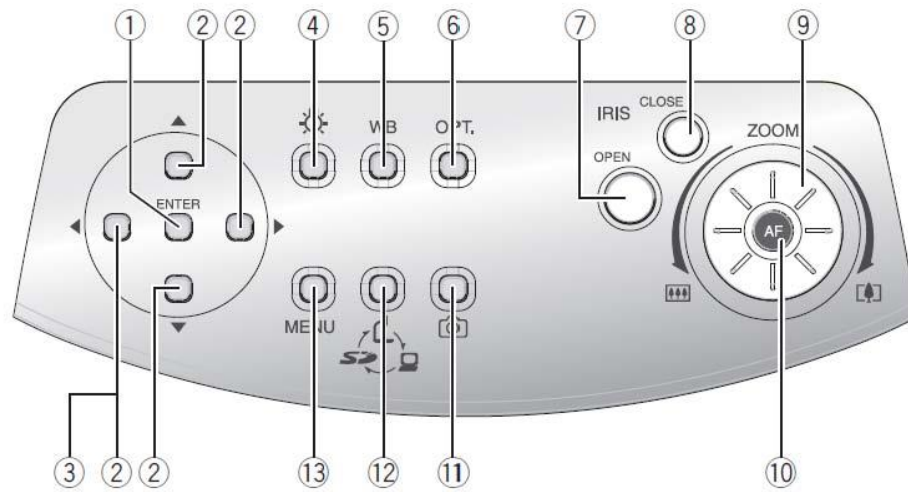
3. Once the green light goes steady, press the Aux/Video¹⁰ button on the Extron's Controller (see the picture above).
4. Turn the Elmo Document Camera on by sliding forward the On/Off¹ switch on the top right hand corner (see Fig.12).









(Fig.12)

5. Place your document on the stage, right under the camera.

6. Use the Document Camera's control buttons to adjust/modify the display (see the functions as table below).



	Name		Function
①	OSD Operation	ENTER (Fix)	To fix the OSD item, select an image from the images in the SD card displayed on the split screen
②		▲ ▼ ◀ ▶ (Direction)	To select the OSD item, move the selection frame (cursor) of the recorded image, scroll the digitally zoomed-in image
③		◀ (Menu Delete)	To cancel the OSD from the screen when the top OSD item is resumed
④	 (Lamp)		To turn ON/OFF the lighting
⑤	WB (White Balance)		To select Auto Track / Auto Adjust and Fix
⑥	OPT. (Optional Setting)		To set the desired function by using the OSD
⑦	IRIS (Iris)	OPEN (Open)	To brighten the camera image
⑧		CLOSE (Close)	To darken the camera image
⑨	ZOOM (Zoom)		To operate the zoom function by turning the dial
⑩	AF (Auto Focus)		To focus the camera automatically
⑪	 (Image Save)		To save the image to an SD card
⑫	 (Image Select)		To switch the output image by pressing this button in order of Camera image () → RGB image () → SD mode () <i>Images to be switched depend on the image output terminal.</i>
⑬	MENU (Menu)		To display/cancel the OSD

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 PC is ON and the Projector is ON.

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

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

Solution: If the ON/OFF button is flashing green or amber, 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.

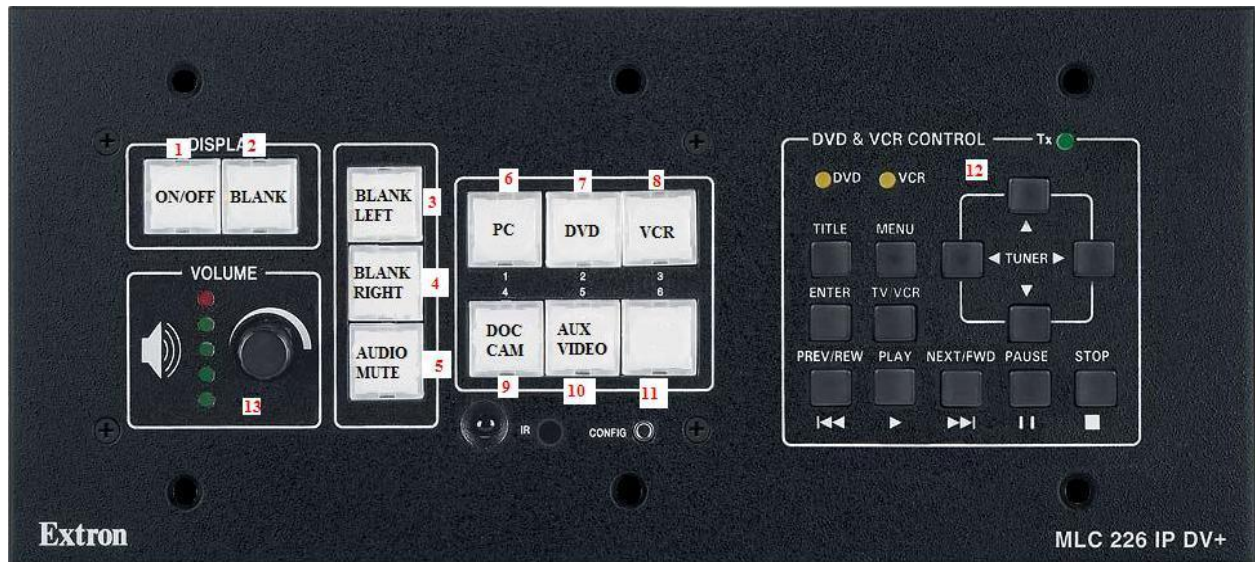
Problem: I cannot login to the desktop. It states my username and/or password is incorrect.

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 Desktop/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



1. Turns the projector on and off. When this button is flashing green, the projector has been turned on and is warming up. If it is flashing amber, the projector has been turned off and is cooling down. No buttons can be pressed while this button is flashing.
2. Blanks the projector screen so nothing is displayed.
3. Blanks the left screen.
4. Blanks the right screen.
5. Mutes the audio output to the ceiling speakers (does not mute microphone input).
6. Selects the laptop as the input to be displayed on the projector.
7. Selects the DVD player as the input to be displayed on the projector.
8. Selects the VCR as the input to be displayed on the projector.
9. Selects the document camera as the input to be displayed on the projector.
10. Selects the auxiliary port as the input to be displayed on the projector. (i.e.: guest's Laptop).
11. No function currently associated with this button.
12. Functions as either the DVD or VCR remote when the DVD or VCR button is selected.
13. Controls the output volume of the ceiling speakers. (Does not control microphone volume)

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