



Guide for Using the Classroom Audio/Visual Equipment

If the computer is off:

- Open the cabinet and press the power button on the computer to power on.
- Use your MSU login for access.
- If you do not have an MSU account, call the ITC Help Desk @994-1777 to obtain one.

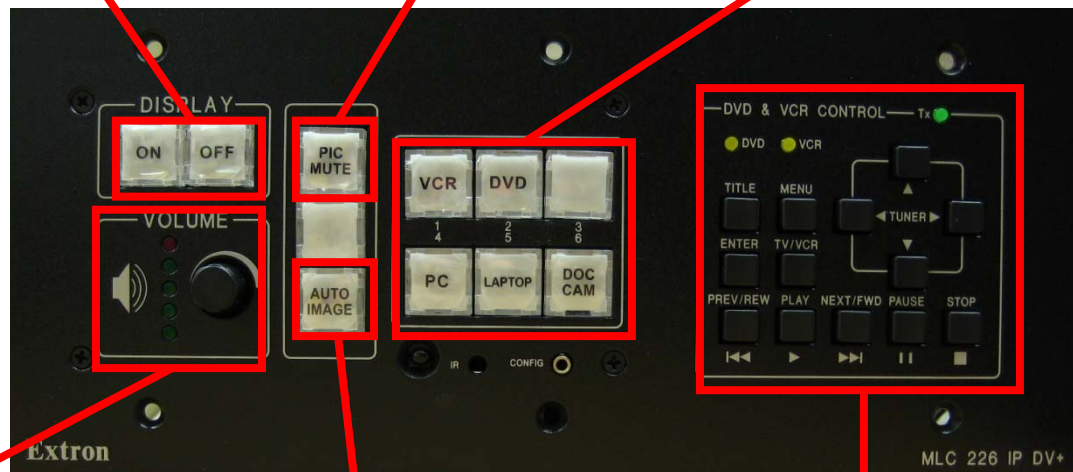
To use projector:

- Press the 'ON' button on the control panel. Button will flash for 30 seconds while projector warms up. While 'ON' button is flashing the control panel is locked out.
- Select the source you wish to display (i.e. PC, Laptop, DVD, VCR, or DOC CAM) by pressing the appropriately marked button on the control panel.

Turns projector on/off (buttons will flash for 30 seconds while projector warms up/cooling down).

Blanks out projected image (button will flash red while image is blanked out).

Use these buttons to select the source you wish to see on the projector screen.



Turn this knob to adjust the volume.

Automatically adjusts the projector to fix image problems.

These buttons act as a 'remote control' for the DVD/VCR.

To Use Laptop Connection:

- Press the 'Laptop' button on the control panel.
- Pull the VGA, audio and Ethernet cables from the cable cubby and connect them to the corresponding ports on your laptop.
- Toggle your Laptop screen to display video out (this is typically a key sequence of the Function (or **Fn**) button and one of the **F** keys).



To use the wireless mouse:

- The wireless mouse can be used on or off the desktop.
- Off the desktop, in order to move pointer, hold the lower button (trigger) and use simple wrist motions, release the trigger to stop. You can also double click the trigger to keep the pointer moving continuously, click again to stop.
- The left and right buttons work as usual.
- Mouse has a range of 40 feet and is NOT limited to line of sight.
- **Always place wireless mouse back on charging cradle when finished.**

Before leaving classroom:

- Exit any running programs, i.e. PowerPoint, Internet Explorer, etc.
- Remove any media from the PC, i.e. USB Drives, CD-ROMs, etc.
- LOG OFF (press Ctrl + Alt + Del and select "Log Off")
- Leave the computer on, but **TURN OFF THE PROJECTOR** as the bulbs are very expensive.
- Place the wireless mouse back on the charger.

For additional assistance, call the ITC Help Desk @ 994-1777, or contact Brendon Packwood @ 994-7266. Additional information for the smart podiums can be found @ www2.montana.edu/smartclassrooms/