

Smart Classroom Quick-Start Guide

Extron MLC 104 IP PLUS

Getting Started

1. **POWER ON** the monitor/SMART Podium and unlock cabinet doors. (computer should already be powered on)
2. **LOGIN:** Use your assigned Clarion username/password; alternatively, use the Guest Login below right.
3. Lower the projector screen.
4. **PRESS "ON"** to power on the projector (Figure 1).
5. **Choose a SOURCE** (computer, laptop, DVD/VCR, Blu-Ray, document camera) to display.

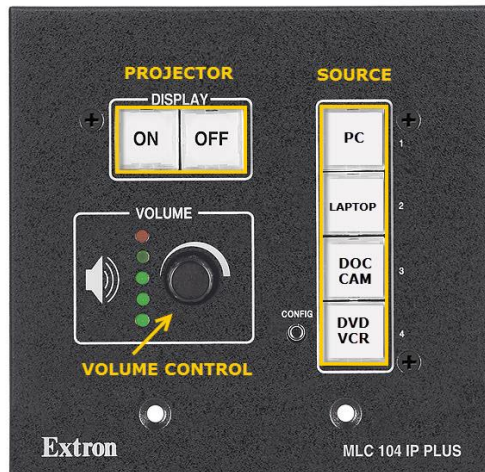


Figure 1: Controller

Optional Equipment

Each smart classroom includes a minimum of a **computer, podium, and projector**. Most smart classrooms also have one or more of the following*:

1. **Wireless mouse and/or keyboard**
2. **DVD/VCR combo player**
3. **Blu-Ray player**
4. **Document camera**
5. **Laptop connections**

***NOTE:** Please see attached **USER GUIDE** for operating instructions.

Shutting Down

1. **PRESS "OFF"** to power off the projector (figure 1).
2. **POWER OFF** doc camera if used.
3. **PRESS "PC"** to return the display source to the computer (figure 1).
4. **LOG OFF** the computer, **DO NOT SHUT DOWN**.
5. **Please place keyboard, mouse back in the cabinet and close and lock all cabinet doors.** Place wireless mouse back on the charging cradle making sure the charging light is lit.
6. **POWER OFF** the monitor/SMART® Podium display screen.

File Storage: Instructors have **50 MB** of file storage available on Clarion's Web Drive (Jupiter). The login procedures will automatically connect users to their Web Drive space. To locate or save your files, go to **Start > Computer > Network Locations**. For more information on using Jupiter go to www.clarion.edu/computing and navigate to the Jupiter Drive link.

SMART CLASSROOM HELP

Please report problems to the Help Desk at 393-2640 or helpdesk@clarion.edu

Indicate the building, room number, Computer CSID # (on label), and identify it as a smart classroom.

After 4:30 p.m. please contact Carl Callenburg at 393-2449.

ITV or Mediasite questions, contact the LTC at 393-1848.

Training: If you would like training on the Smart Classroom system, please contact the Learning Technology Center (LTC) at x1848

Smart Classroom Web site: For more detailed documentation, resources, and contacts see: <http://www.clarion.edu/ltc/> and navigate to **Instructional Technologies > Classroom technology**

CLASSROOM INFORMATION

Building _____ Room _____

Computer ID _____

GUEST LOGIN:

Username: _____

Password: _____