

# Smart Classroom Quick Start Guide

## Slimline Podium/Symphodium

### STEP 1: Getting Started

1. Unlock cabinet doors and turn on the computer and any other peripherals you will be using such as the DVD/VCR or document camera.

**Login Instructions:** Users are required to login using your own Clarion username/password. For guest login information, see CLASSROOM INFORMATION below.

**File Storage:** Instructors have 50 MB of storage available on Clarion's Web Drive (Jupiter). The new login procedures will automatically connect users to their WebDrive space. To locate or save your files, go to **Start (Windows button on Win 7 computers) > Computer > locate the 'W' drive**. Other storage options include thumb drives, CD-Rom, or floppy. For more information on using Jupiter: <http://www.clarion.edu/39335/>

2. Turn on projector; press the Power On button located on the top left corner of the controller (Figure 1). Light will flash until the projector warms up, then the light stays on steady.

**NOTE:** Projectors are set to shut down after two hours. To turn the projector back on, push the Projector ON power button. This may take up to five minutes for the bulb to cool down and the projector to come back on.

3. Turn on the monitor [or Sympodium if equipped – see Figure 2 on back]
4. Select source (computer, laptop, DVD/VCR, Document Camera). The buttons to select input sources are located in the middle section of the controller (Figure 1).

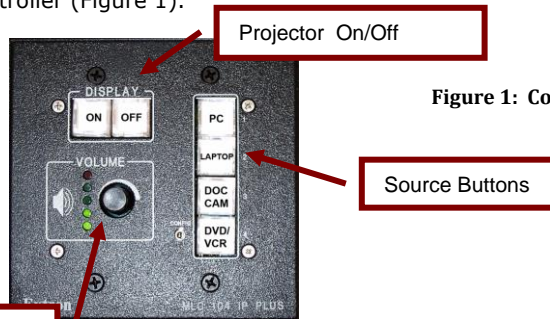


Figure 1: Controller

### STEP 2: Using the Equipment

Not all Smart Classrooms are equipped identically. However each room does include a computer, podium, projector, mouse and keyboard. Other possible equipment includes: DVD/VCR player, Document camera, laptop connections. Please see the back of the Quick Start Guide for instructions for using available equipment.

**SCREEN:** Most rooms are equipped with a manual pull-down screen. Please lower and raise the screen slowly to prevent damage.

### STEP 3: Shut Down

**IMPORTANT:** Be sure to shut down the projector and other peripherals at the end of your lecture/presentation.

1. Shut down the projector by pressing the Projector Off button located on the controller (Figure 1). **NOTE:** The projector will not power down immediately due to the cooling system.
2. **Log off** of the computer. Do not turn the computer off/shut down.
3. Turn off any other peripherals (document camera, DVD/VCR).
4. **Be sure to place keyboard, mouse, and remote controls into the cabinet and lock all the cabinet doors.** When using the wireless mouse, place mouse back on the charging station making sure the charging light is lit.
5. Turn off the monitor or Sympodium (Figure 2).

#### SMART CLASSROOM HELP

Please report problems to the Help Desk at 393-2640 or [helpdesk@clarion.edu](mailto:helpdesk@clarion.edu)  
Indicate the building, the room number, Computer ID #, and identify it as a smart classroom.  
After 4:30 p.m. please contact Carl Callenburg at 393-2449.  
ITV or Sonic Foundry questions, contact Lynne Fleisher at 393-2778

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

**Smart Classroom Web site:** For more detailed documentation, resources, and contacts see:  
<http://www.clarion.edu/32112/>

#### CLASSROOM INFORMATION

Building \_\_\_\_\_ Room \_\_\_\_\_

Computer ID \_\_\_\_\_

**Guest login:**

Username: smartquest \_\_\_\_\_

Password: 1112Semester