Smart Classroom @ LA Mission College

Instructions on HOW-TO use audio-visual equipment in Smart Classrooms (button wall panel control) on main campus

1. To turn on the ceiling mounted LCD projector (Figure 1) and projector screen (Figure 2)
   - Press the switch to drop down the electronic projector screen. The switch (see figure 3) is either in white or black, and is located next to a white board or next to a wall mounted Extron panel (Figure 8)
   - Press the “ON” button the wall mounted Extron panel (Figure 8) – wait for about 30 seconds. The projector will count down as it warms up. DO NOT PRESS ANY BUTTONS ON THE PANEL UNTIL the flashing yellow light became solid light.

2. To view resources (Internet or presentation files) of a computer via the projector
   - Complete instruction number 1 (above)
   - Turn the computer on.
   - For file on a DVD or CD: insert the CD or DVD into the DVD/CD drive of a computer.
   - For Internet: Note that Internet is available wirelessly in all classrooms. Click on the Internet Explorer icon. You may be prompted to login into LAMC Wireless Network. Your user name and password are the same as those used for your Outlook email. (Detailed wireless access instructions are available at http://www.lamission.edu/it/docs/Wireless%20Authentication%20Instructions.pdf)
   Note: All smart classrooms have a computer with the exception of classrooms in CSB building. To use a computer in these classrooms, you will need to supply your laptop computer (see section 4 below).

3. To play and view a DVD disk or VHS tape using the DVD/VHS player (Figure 7)
   - Complete instruction number 1 (above)
   - Press DVD button on the Extron panel to play a DVD disk
   - Press VCR button on the Extron panel to play a VHS tape.
   - Use the DVD & VCR controls located on the right side of the wall mounted Extron panel (Figure 8) to simulate remote control functions (e.g., fast forward, reverse, pause, stop, etc.)

4. To view resources from a laptop computer
   - Complete instruction number 1 (above)
   - Connect your laptop to the Extron panel via the audio and VGA cables (Figure 4). Audio and VGA cables are available in most smart classrooms and are connected to the panel. [Note that these cables are not secured and may be missing. The IT Department periodically replaces these cables, but cannot assure that they will always be available. You may consider providing your own cables if you rely on the use of your laptop. VGA cables for MAC laptop, and windows laptop are shown in Figure 5 and Figure 6.]
   - Press the “LAPTOP” button on the wall mounted Extron panel to switch the display to laptop.
**Troubleshooting:**
If you do not get an image on both your laptop and the projector screen, do the following:

- **For Windows users**
  Hold down the following laptop keys simultaneously:
  The (Fn) key located on the bottom left of the keyboard, and the “F” key displaying two monitor symbols or labeled (LCD/CRT)

- **For MAC users**
  Hold down the “F” key displaying two monitor symbols (usually F7)

5. To control the sound level
The sound level can be adjusted by turning the volume control knob on the wall mounted Extron panel (Figure 8).

6. To turn off the system
   - Close all application windows, and eject any CD/DVD, USB drive or any other media you used from a computer or the player. You don’t need to shut down a computer.
   - Press “OFF” button on the power control group on a wall mounted Extron panel (Figure 8) to turn off the system. Press the projector screen switch to roll up the projector screen.
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<th>Figure 1</th>
<th>Ceiling Mounted Projector</th>
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<td>Electronic Projector Screen</td>
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| Figure 3 | Projector Screen Switch  
(The switch is in black or white color and it is located next to a white board or next to a wall mounted Extron panel.) |
| Figure 4 | Audio and 15-pin VGA cable |
| Figure 5 | Audio and 15-pin M-M VGA cable for Windows laptop |
Figure 6
VGA cable for MAC laptop

Figure 7
Computer and DVD/VHS player
(The DVD/VHS player and a computer are located in a black box on the floor)

Figure 8 – Wall Mounted Extron Panel