

# Instructions for Room 150, 250, 251

## NOTES:

- i. Camera is in the back of the CNF
  - ii. Available generic login: lawclass      password: mymclaw
1. Make sure computer is on.
  2. Tap the A/V control console (with MC|Law on it)
  3. To use the projector/smart panel: Press “Display” ON
  4. The camera comes on automatically. You don’t have to press “Display” ON to use the camera with ZOOM. The camera doesn’t record anything unless you start a program that uses it.

**When finished, PLEASE PRESS Power Down**

## Display Control

Press the Display Control button along the bottom of the A/V console  
You can now turn the projector and/or SMART panel on or off

## Camera Control

NOTE: Camera is in the back of the room!

### **Preset control buttons**

<b>HOME BUTTON:</b>	entire classroom
<b>1 BUTTON:</b>	podium and whiteboard
<b>2 BUTTON:</b>	podium
<b>3 BUTTON:</b>	SMART Panel
<b>4 BUTTON:</b>	whiteboard
<b>5 BUTTON:</b>	not set
<b>6 BUTTON:</b>	not set

Press the Camera Control button along the bottom of the A/V console  
To control the camera, you can press the controls on the console to move the image up, down, or zoom in and out. The preset buttons on the right side of the console are currently preset to show either the big screen, the lectern, or the little screen (presets 1, 2, and 3. 4, 5, and 6 are not yet set).  
Press the HOME button to reset the screen to show the front of the classroom. The camera is only enabled in camera-specific applications like ZOOM.

## SMART Panel

The SMART panel can be used as a touch screen for the entire system. You can tap or double-tap the screen, use either of the “markers” as a mouse. In Word you can use the markers as markers to make notations on the screen. The notations will be echoed to both the computer monitor and the projector. You can also “erase” either using your hand, or one of the erasers magnetically attached to the front of the panel.

Lit “house” button at bottom of screen will bring up a screen saver.

Press once to turn on, and again to turn off

“Windowshade” – on the left side of the panel near the bottom are a series of buttons, one of which resembles a window shade. Pressing this normally green button will turn it red and turn OFF the panel. Press it again to turn the panel back on.

## Using laptop computers with A/V system

Laptops can be used with this system. There is an HDMI, a USB-C, and a VGA connector available to connect your laptop on the lectern. After attaching your laptop, select the connection you are using to connect your

laptop from the selection along the top of the A/V console: HDMI; USB-C; and VGA. I haven't tested whether the SMART panel will work with connected laptops (probably only the USB-C connection).

## Video Screen in 150

To turn on the screen, press the power button on the TV remote usually kept on the podium, then click the big button on the remote (don't change anything or navigate to other parts of the screen).

## Troubleshooting

If there is no sound, make sure the speaker with a slash on the lower right of the A/V console screen is NOT GREEN.

If the SMART panel isn't on, make sure the "Windowshade" button on the lower left of the screen is Green. If it is red, push it to turn it back to green and turn the panel back on.