



SMART CLASSROOM BASIC USAGE INSTRUCTIONS

Control Panel



Red light indicates the function is active/on.

Press the Power button to turn the Control Panel on/off

Adjust the room lights by pressing Lights On or Lights Off buttons.

Raise or lower the projector screen by pressing Screen Down or Screen Up buttons.

Press the button for the device you want to send to the projector (PC, Laptop, *Wireless where available, Doc Camera, or Auto Image).

Turn the Volume knob to adjust volume.

Use the Computer on the Instructor Podium

Log in to the computer with your UNH network credentials.

If desired, connect USB drives/peripherals with the USB extension cable on the podium or plug into the USB ports on the CPU.

If the PC is off, press the computer's CPU power button (CPU may be located inside the podium cabinet).

Use a Laptop

Connect Laptop to either the VGA/Audio or HDMI cable and Data or USB cables on the podium, press the Laptop button, and log in with your UNH network credentials.

*Connect via Wireless (where available)

Select wireless button

Follow on screen Mersive Solstice instructions

Shut Down System

Log off computer (Ctrl+Alt+Delete on PC or Shift-Command-Q on Mac).

Shut off Document Camera.

Raise Screen by pressing the Screen Up button.

Press the Power button off.

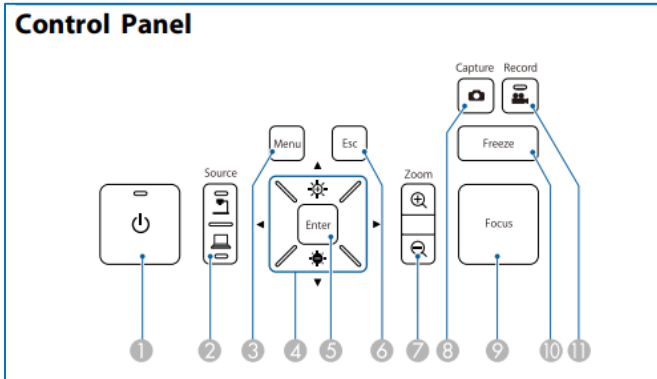
Webcam

The webcam, usually placed on top of the computer screen, has a built-in microphone and is ready to use with the computer on the instructor podium.



Operating the Document Camera

Press the power button to **turn on** the Control Panel.



Generally, the document camera is already connected to the projector. However, you can select the source (port) on the projector that lets you display the camera image. On the document camera, press the Source button, if necessary.

Place your document on the table under the camera head. Align the center of your document with the mark on the side of the document camera.

Adjust or rotate the (1) camera head and arm if needed.

Top/Side/Rear

Name	Function
1 Camera head	☛ "Camera Head" p.12
2 Remote receiver	Receives signals from the remote control.
3 Control panel	☛ "Control Panel" p.13
4 SD card slot	Lets you save and display images on an SD card. ☛ "Displaying Saved Images as a Slideshow" p.30
5 Security slot	The security slot is compatible with the Microsaver security system manufactured by Kensington.
6 Interface	☛ "Interface" p.14

Slide the (2) lamp switch to illuminate the document.

Turn the rotation dial on the camera head to rotate the image, if necessary.

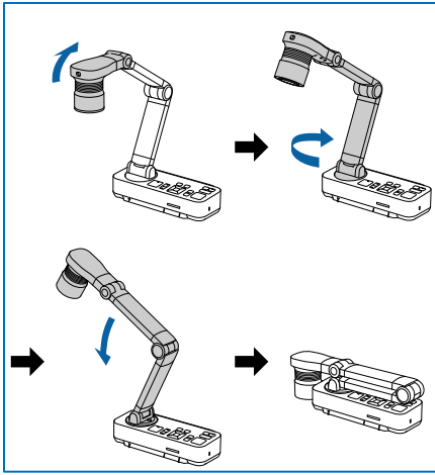
Press the Focus button on the Control Panel.

To zoom in or out on part of the image, press the Zoom button on Control Panel.

Camera Head

Name	Function
1 Microphone	Captures sound when you record a video.
2 Lamp switch	Changes the LED lamp status in three steps: bright, dim, and off.
3 LED lamp	Provides additional light when there is not enough light on your document.
4 Camera lens	Captures the image.

When you are done using the document camera, press the Power button to turn it off and lower the camera arm as shown.



For more information, please go to <https://files.support.epson.com/pdf/elpdc21/elpdc21ug.pdf> .

Troubleshooting/Help

Computer is locked by another user - Press and hold Power Button on CPU for 5 seconds or until system shuts off, then wait 10 seconds and turn back on. If that does not work, call the **Help Desk 203.932.8324**. If someone is available, we will try to unlock the computer remotely.

No Audio - Make sure Audio is not muted on computer and that the Volume knob is adjusted.

Hearing a humming noise - Turn Volume knob down.

After turning system on, projector never illuminates and screen goes back up on its own – Either a bad bulb or a loose bulb in the projector. Contact the Help Desk to schedule replacement.

Contact the Help Desk:

- Call 203.932.8324, press 1 for in-classroom issues needing prompt attention, and provide information listed below.
- Email help@newhaven.edu for less urgent issues. Send email to the Help Desk from your UNH email account only; email sent from personal accounts is rejected.

Please include:

- Your name, phone number, and email address
- If issue is in a classroom or office, include building, room number, and equipment affected (ex: Buckman Hall, Room 111, instructor computer, or location/name/number of lab computer) and specific details about the issue (ex: the mouse does not work, the computer will not turn on).