

Smart Classroom Users Guide

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- Using a Document Camera
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- Controlling Room Lights
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Smart Classroom Quick Guide



1

Use the Upper Control Panel to power on the projector.

Hold for 2 seconds and release. Allow 80 seconds to warm up. Wait for red blinking light to become solid.



Choose which device you wish to project

Laptop, PC, VCR, Document Camera (DC). A green light will indicate which device is selected.

2

Lectern Computer

A Dell computer is located at the bottom-right of the lectern panel. Press the power button and log-in using your Baruch user name and password. For faculty, make sure ACAD is selected in the "log in to" field. To project, select PC on the Upper Control Panel



4

Project objects, diagrams, drawings or whatever will fit on its surface!

The Document camera is located inside a pull-out drawer on the right hand side of the lectern. Lift from the green handle to extend into position. To project the Document Camera select DC on the Upper Control Panel



3

Connect a laptop using the VGA, Power, and Ethernet cables provided at the lectern

After connections are in place, and the projector is turned on, press "laptop" on the Upper Control Panel. Do not press the projector button if it is already turned on.



5

Use the lower control panel only when the upper control panel is disabled.

VCR for VHS playback

Insert your VHS tape into the VCR located on the bottom portion of the Lectern. To project your video, select VCR from the Upper Control Panel.



Use the Front Screen Panel to lower and raise the projector screen

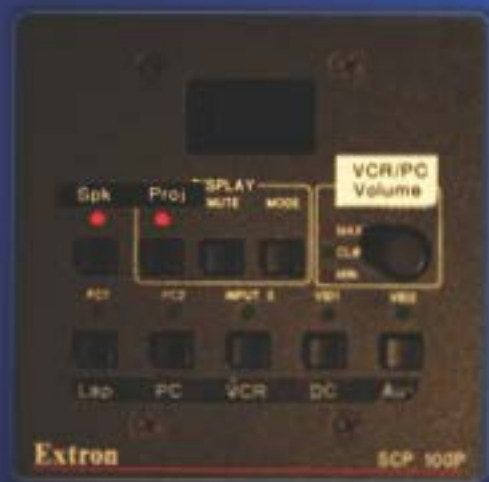


For technical assistance, use the telephone provided to call the BCTC Technology Help Desk at extension 1010



Upper & Lower Control Panels

- Throughout this tutorial, operations will be done from the Upper Control Panel.
- Both Upper and Lower Control Panels have the same function.
- Upper and Lower Control Panels synchronize when changes are being made.
- If at any point the Upper Control Panel stops responding you can easily use the Lower Control Panel.



Upper Control Panel



Lower Control Panel

Using the Projector

- 1 From the Upper Control Panel hold "Proj / Power" for 2 seconds.
- 2 A flashing red light will appear above the "Proj / Power" button.
- 3 Allow 80 seconds for projector to warm up.
- 4 Flashing "Proj / Power" light will become steady and ready.



Using the Lectern Computer

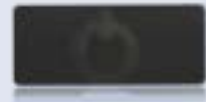
1 Lower the projection screen by holding the down button on the Screen Panel.



2 Turn on Dell monitor.



3 Press the **"Power"** button on Dell workstation located in the bottom right hand side of the podium.



4 From the Upper Control Panel hold **"Proj / Power"** for 2 seconds.



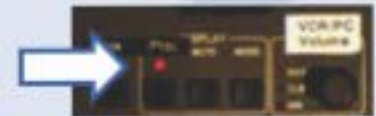
5 A flashing red light will appear above the **"Proj / Power"** button.



6 Allow 80 seconds for projector to warm up.







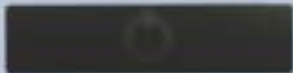


7 Flashing **"Proj / Power"** light will become steady when ready for usage.








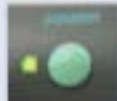

8 Press **"PC"** from Upper Control Panel to project.



Using a Laptop

1	Refer to "Using the Projector"	
2	Locate the laptop connections beside the monitor. Video (VGA), Extension Cord, Ethernet, Audio	
3	Connect "Video (VGA)" connector to the laptop.	
4	Connect the Laptop Power Cord to the "Extension Cord."	
5	If needed, connect the "Audio Jack" for audio AND/OR "Ethernet" for Internet.	
6	Turn on your laptop.	
7	Press "Lap" from the Upper Control Panel to project.	
8	Hold Fn+(Proper "F" function) on laptop to sync it with the projector.	

Using a Document Camera

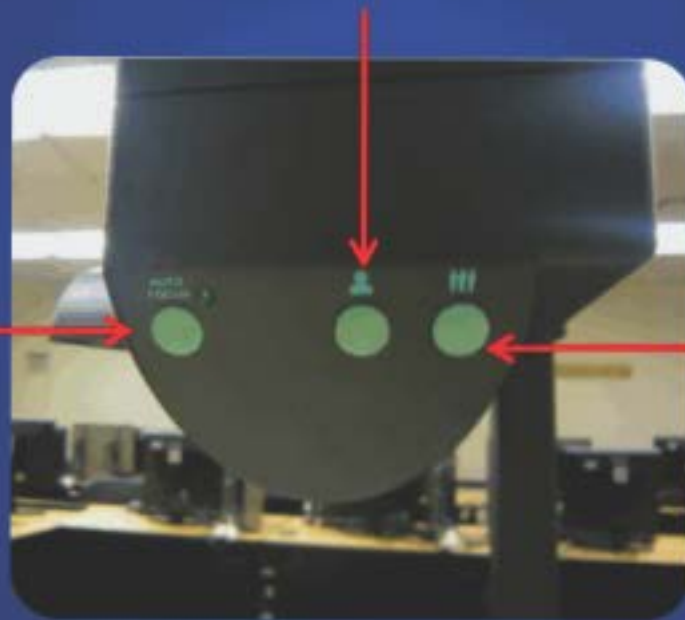
1	Refer to "Using the Projector"	
2	Pull out the drawer located on the right side of the lectern to reveal the Document Camera.	
3	Pull ring to lift the projection arm until it clicks into place.	
4	Rotate the camera head upward.	
5	Press the "Power" button located on the base of the Document Camera.	
6	The green indicator light will flash.	
7	When the green light turns solid, the camera is on.	
8	Press "DC" button from the Upper Control Panel to project.	

Using a Document Camera

How to Auto Focus, Zoom In & Out

To “Zoom In” press the button with the picture of a single person.








To “Auto Focus” press the button on the very left.



To “Zoom Out” press the button with the picture of three (3) people.

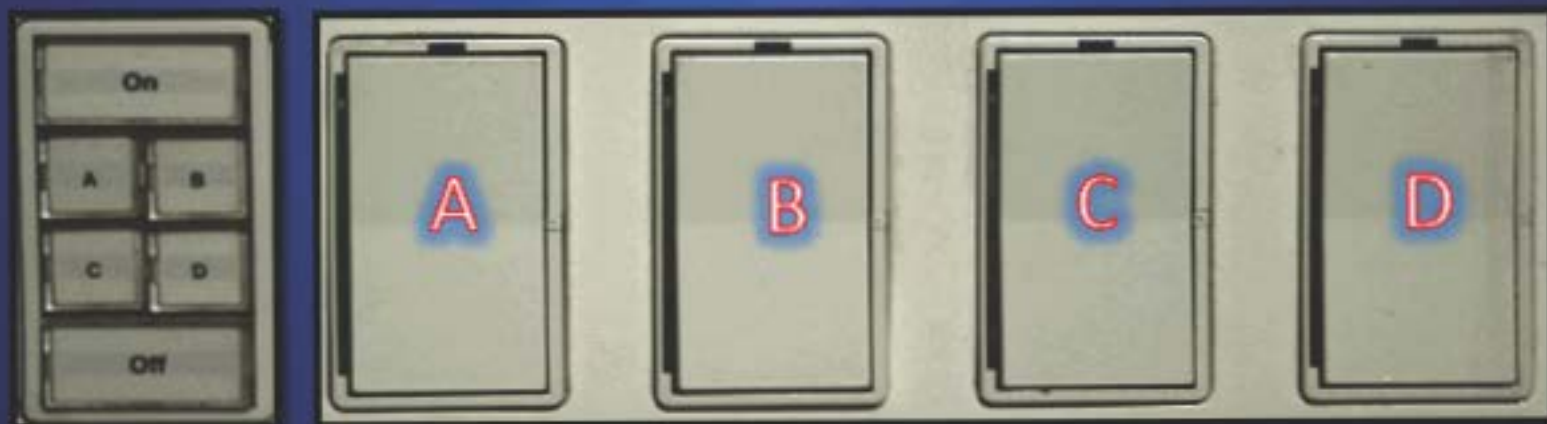
Note: When your presentation is over, turn off the document camera and the ceiling projector. Return the camera head to a horizontal position, collapse the document camera using the pull ring, and close the drawer.

Adjusting the Volume

1	Refer to "Using the Projector"	
2	(WINDOWS) On a computer select and click the " Start " menu.	
3	Select and click " All Programs ".	 Programs
4	Select and click " Accessories ".	 Accessories
5	Select " Entertainment ".	 Entertainment
6	Select " Volume Control ".	 Volume Control
7	From the " Volume Control Equalizer ", uncheck all mute options and adjust volume as desire.	
8	From Upper Control Panel turn " VCR/PC Volume " dial to distribute sound throughout the classroom.	

Controlling Room Lights

	CONTROL PAD
ON	All lights on
A	Projections screen lights off
B	Turns off surrounding projector lights and projection screen lights.
C	Dims remaining lights 50%
D	Dims remaining lights 75%
OFF	All lights off



Note: Unlike the control pad, switches only turn on/off and do not dim.

Computing and Technology Help Desk

The **HELP DESK** provides solution for issues dealing with:

- Blackboard
- Email Systems for Faculty & Staff
- Baruch Username
- Pharos Printing in the Labs/Library
- Training and Workshops
- Wireless Network
- Computer Purchase Assistance



HOURS	
Monday – Thursday	8am – 9pm
Friday	8am – 6pm
Saturday	9am – 5pm
Sunday	10am – 6pm

(646) 312-1010

151 East 25th Street (Library Building)
6th Floor, North Alcove

Fax: (646) 312-1011

helpdesk@baruch.cuny.edu

www.baruch.cuny.edu/bctc/helpdesk