

Smart Classroom Quick-Start Guide

Extron – STC 120-122

Getting Started

1. **POWER on PC if needed. It should already be on.**
2. **WAKE** the system by tapping the Start screen to initiate start-up. The projector screens will automatically lower.



3. System will go through a “warm up” period before it is ready to go. All three projectors will power on.
4. **LOGIN to the PC:** Use your assigned Clarion username/password; alternatively, use the Guest Login below right.

Selecting a Source

1. **CHOOSE (1.) DISPLAY SOURCE** ICON as shown in *Figure 2*.
2. **TAP** the destination (**2.**) to route the source image display by pressing Smart Podium, Left, Center, or Right projector. *Figure 2*.
3. **You must tap the source then destination** each time. e.g. PC > Left Projector > PC > Center Projector > Doc Cam > Right Projector, etc
4. **Please Note:** Any video source with sound must be routed to the **CENTER** projector for audio to play through the room speakers.



Figure 2: Controller

File Storage: Instructors have **50 MB** of file storage available on Clarion’s Web Drive (Jupiter). The login procedures will automatically connect users to their Web Drive space. To locate or save your files, go to **Start > Computer > Network Locations**. For more information on using Jupiter go to www.clarion.edu/computing and navigate to the Jupiter Drive link.

SMART CLASSROOM HELP

Please report problems to the Help Desk at 393-2640 or helpdesk@clarion.edu

Indicate the building, room number, Computer CSID # (on label), and identify it as a smart classroom.

After 4:30 p.m. please contact Carl Callenburg at 393-2449.

ITV or Mediasite questions, contact the LTC at 393-1848.

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

Smart Classroom Web site: For more detailed documentation, resources, and contacts see:

<http://www.clarion.edu/ltc/> and navigate to **Instructional Technologies > Classroom technology**

CLASSROOM INFORMATION

Building _____ Room _____

Computer ID _____

GUEST LOGIN:

Username: _____

Password: _____

Controlling the Projectors

1. **TAP** the **PIC MUTE** button in the upper left corner of the controller to have certain projectors dimmed and show only a **blank** screen. (Figure 3)
2. **To show a BLANK screen**, tap the screen you want to dim. Tap **CLOSE**.
3. To re-activate the display, press **PIC MUTE** again, and the screen you wish to restore.
4. **Please restore all projector displays before logging off the system.**



Figure 3

Volume Controls

1. Use the **SYSTEM VOLUME** to control audio for the source devices (PC, VCR/DVD/Blu-ray, etc.) Figure 4.
2. Tap the **Audio Control** button in the lower right portion of the screen to control volume for the microphone. Figure 4.



Figure 4

Other Equipment

Each smart classroom includes a minimum of a **computer, podium, and projector**. Most smart classrooms also have one or more of the following*:

1. **Wireless mouse and/or keyboard**
2. **DVD/VCR combo player ****
3. **Blu-Ray player ****
4. **Document camera**
5. **Laptop connections**

***NOTE:** Please see attached **USER GUIDE** for operating instructions.

** DVD/VCR or Blu-Ray: To operate, use the source control panel to display the device controls.



Figure 5

1. **TAP** the appropriate source control button to see the control screen. Tap Open/Close button if Blu-ray, open/close on player if DVD/VCR; place media in the player.
2. **PRESS** the appropriate media control button to operate the player.
3. **TAP** the "Close" button to return to the main screen when finished.

Shutting Down

1. **PRESS THE RED "SYSTEM OFF" BUTTON** to power off the projectors.
2. **POWER OFF** doc camera and any peripherals if used.
3. **LOG OFF** the computer, **DO NOT SHUT DOWN**.
4. If used, place wireless mouse back on the charging cradle making sure the charging light is lit.

Lighting and Screen Controls (122 only)

To control the lights in STC 122:

1. **TAP** the **lighting control button** in the lower left corner of the touch screen display.
2. **TAP** a number to choose your lighting preference according to below:
 - a. **1 = Full brightness**
 - b. **2 = Dims 1 row of lights**
 - c. **3 = Dimmer - for best projector display**
 - d. **4 = Dark room**

NOTE: The lights for STC 120 are controlled on the wall plate near the door.

To control the screens:

The screens will automatically lower when the system is awakened. Screens can be lowered or raised from the Extron controller or from the slider switches located in the middle of the instructor table. To lower or raise the screens from the Extron controller:

1. **TAP** the **screen control button** near the lower left corner of the touch screen display.
2. Raise or lower the desired screen as needed. Tap **Close**.

