**Turning On the Projector & Selecting Input Sources**

1. Press button on screen  
   (Allow 1 minute for projector to reach full brightness)
2. Press SOURCES button to view options
3. Select the source you want to display
4. Use the controls given or follow the notes on screen

**TIPS:**
- Pressing VIDEO MUTE will black out the projected image.  
  (The button flashes when engaged; press it again to bring the image back.)
- Use VIDEO MUTE before starting lecture and avoid students seeing your behind-the-scenes preparations; or
- Use during short class breaks instead of DISPLAY OFF button and avoid waiting for projector cool-down & warm-up cycles.

**If the source does not display properly: select a different source, wait a few seconds, then re-select your preferred source.**

**Turning Off the Projector**

1. Press DISPLAY OFF button
2. Select YES on the screen

   Turning off the projector automatically sets room lights to “All On” and returns the touch-panel to the default screen.  
   The computer, monitor, Blu-ray deck, and microphone inputs remain active and usable.

**Note:** Projector must cool 1-3 minutes before you can safely turn it back on.

**Important:** Please **DO NOT** use VIDEO MUTE button to turn off the projector.  (That’s what the DISPLAY OFF button is for!)

**Source (Program) Volume Controls**

1. Make sure a source has been selected
2. Adjust source volume by turning the VOL knob

**Note:** Audio and video get switched concurrently when selecting an input, so there’s no way to hear audio from one source while viewing video from another source.

**Auxiliary Microphone Volume Controls**

1. Plug in a microphone using the XLR input on side of lectern
2. Touch MIC button
3. Adjust mic volume using touchscreen controls

**Note:** Wired and wireless microphones are available for loan or rental from OIT CTS. Contact us for details!
For Questions and Assistance:
Phone: x48833
Email: smartclassrooms@uci.edu
A/V troubleshooting
Equipment orientations
General inquiries
Alerting the Facilities service desk (x45444) for HVAC, furniture, custodial, or other room issues.

**Regular in-quarter assistance hours:**
Mon-Thu: 8am-8pm
Fri: 8am-6pm

**TIPS:**
- Room lights are fixed in percentage of lights used. Typically 75% is best for presentation projection lighting.
- You can also go as low as 25% if you need a darker room—this will allow enough light for students to take notes.

**Contact Information**

**Lectern Microphone Volume Controls**

1. Press the MIC button
2. Press LECTERN button
3. Adjust volume level as needed

**Document Camera Controls**

1. Press the SOURCE button
2. Press DOC CAM button

**Lighting Controls**

1. Press the LIGHTS button
2. Press on-screen buttons to change lighting level

**TIPS:**
- Please refer to the included Doc Cam QuickStart Guide that is located in the same folder as this SmartClassroom QuickStart Guide.
- If Doc Cam QuickStart Guide is not in the room, please call x48833 from the room phone so we can replace it as soon as possible.

**More SmartClassroom Tips:**
Room projectors can now handle many laptop resolutions but we recommend using 16:10 aspect ratio and 1280x800 resolution.
When using a laptop, remember to adjust the laptop's volume controls in the task bar and in the media player.
For lost items, contact our office or the UCI Police Department (x47187).