### Turning On the Projector & Selecting Input Sources

1. Press button on screen *(Allow approx. 1 minute for projector to reach full brightness)*

2. Select the source you want to display

3. Use the controls given or follow the notes on screen

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

#### 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 SYSTEM OFF button and avoid waiting for projector cool-down & warm-up cycles as the projector power cycle takes 3 minutes to complete.

### Turning Off the Projector

1. Press SYSTEM OFF button

2. Press POWER DOWN

*Turning off the system automatically sets room lights to “All On” and returns the touchpanel to the ‘Start’ screen. The computer, monitor, and microphone inputs remain active and usable.*

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

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

### Source (Program) Volume Controls

1. Make sure a source has been selected and is projecting

2. Adjust source volume using PROGRAM volume controls

*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.*

#### TIPS:
- Pressing MUTE *(or lowering the system volume all the way down)* will mute all source volume. The button flashes when engaged. Pressing it again *(or increasing/decreasing system volume)* will un-mute the audio.

### Auxiliary Microphone Volume Controls

1. Plug in a microphone using the XLR input on side of lectern

*Note: Wired microphones and extra wireless mics are available for loan or rental from OIT CTS. Contact us!*
**Lighting Controls**

1. Press the LIGHTS button
2. Press screen buttons to turn on/off or select a specific percentage
3. Press the CLOSE button to go back to the main control page

**TIPS:** You will get the best projection quality by turning the lights to 75% or lower. You can leave the lights at 25% so your students can take notes.

**Contact Information**

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
- Summer Hours: Mon-Fri: 8am-6pm

More SmartClassroom Lecture Hall Tips:
- Room projectors can now handle many laptop resolutions but we recommend using 16:9 aspect ratio and 1280x720 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).