Smart Room User Manual

Introduction

This guide will help instructors use the Extron-based presentation equipment found on the Instructor Station in University Smart Rooms.

Instructor Station

The Instructor Station is the main control center of the Smart Room. It contains a Touchpanel, computer and a document camera. From here you can broadcast images to the screen in front of the room.

The following will review how to power on the system, and connect mobile devices.

Powering on the System:

- From the Instructor's Station wake the Touchpanel (Fig. 1) by waving your hand in front of the screen. The screen will illuminate. Next, touch the **Start** button that is displayed on the screen.
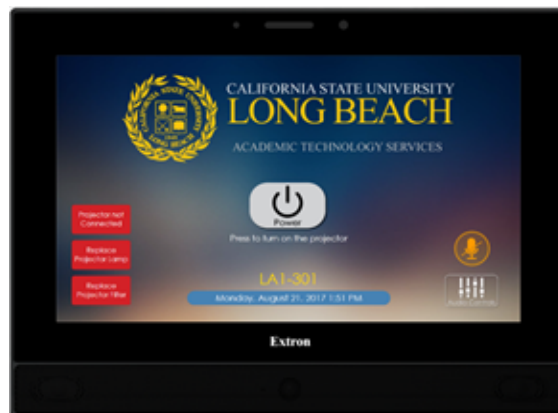

Fig. 1. Touchpanel

Powering on the Instructor Station Computer:

- Wake the computer by moving the mouse or pressing a key on the keyboard.

- If it does not respond, powering it on by pressing the computer's power button ⏻ located inside the cabinet. The computer's power indicator light will illuminate, indicating that the computer is powered on.

- The computer is now powered on and ready to be selected using the Touchpanel.

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Connecting Mobile Devices:

The Instructor's Station is equipped with a **HDMI**, **VGA**, and **3.5mm audio** connections enabling an instructor to connect their personal mobile device. Your device may require adapters to function with these connections.

- Select the correct connection for your device and or adapter, and make the connection
    - *Your device may require an adapter to function with our system, which is your responsibility to provide, especially when using Apple products.*
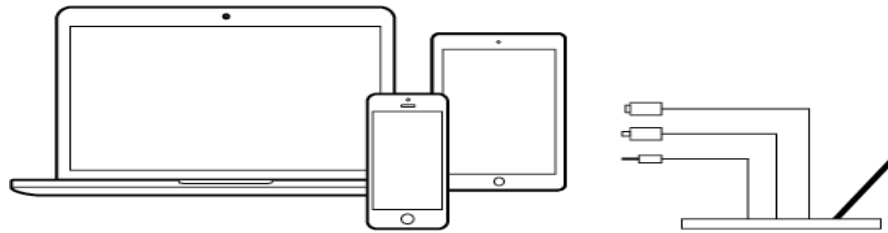   - *Your device is now connected and ready to be selected using the Touchpanel.*

Fig. 2 Connecting to mobile devices

Touchpanel Overview

The Touchpanel is your interface to control all devices in the room. Below is an image (Fig. 3) of the general controls layout of the Touchpanel that is divided into five areas:

A)   **Top Panel** – The top panel contains Source locations. Select the device you will be using from the options to begin presenting.

B)   **Left Panel** – The left panel contains video mute

C)   **Display Area** – The display area changes to display selected control pages.

D)   **Right Panel** – The right panel contains Speaker Volume, Microphone mute (when applicable), and the Audio Controls button. **Note, you can access the microphone volume control by touching the "Audio Controls" button.**

E)   **Bottom Panel** – The bottom panel displays the systems date and time, help button, and the system off button.
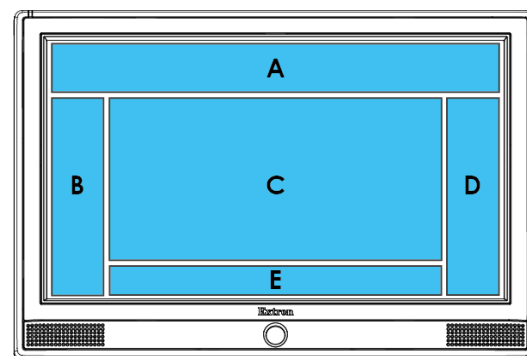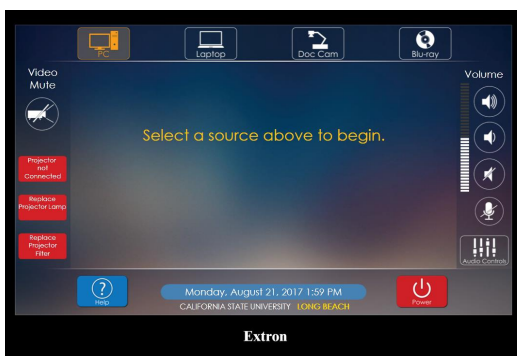

Fig. 3 – Touchpanel control layout

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Document Camera Operation

Powering on Document Camera

Press the power button ⏻ located on the document camera's base. The power button status indicator light will turn solid green, indicating that the device is powered on.

Positioning the Document Camera:

Raise, Rotate, and Position the camera head and arm.
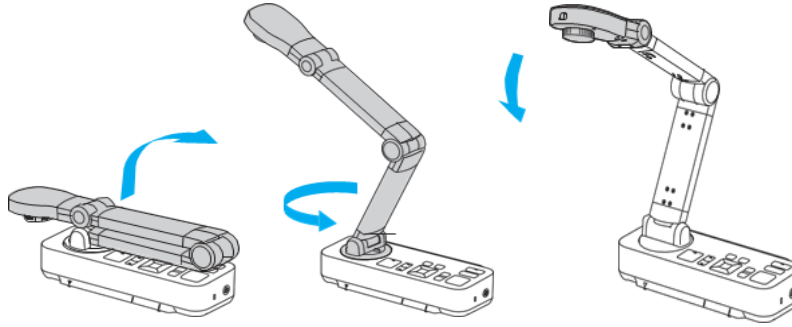
Document Placement and Focusing:

- Place your document on the table under the camera head, and align the center of your document with the down arrow mark.
- Focus your image by pressing the Focus button on the document camera's control panel.

BlueRay Operation

- Select Blu-ray as the source from the Instructors Panel. Once source has been selected the main screen will be displayed (Fig. 4).

- Press "Open/Close" to <u>OPEN</u> and <u>CLOSE</u> the blu-ray player tray. **Please make sure the cabinet door is open first.**

- Right side of the touch panel are the buttons to navigate the menu.

- Left side are standard DVD controls: play, pause, rewind, and fast-forward. "Stop" stops playback and returns to blu-ray menu screen.

Fig. 4 – Blu-ray control layout

When You Are Done

- Press the "System Off" button on the Touchpanel and confirm your selection.
- Turn the document camera **OFF** by pressing the Power Button twice.
- Clean the walls of any marker work.

-Thank you

Contact information

Questions or technical problems:
Classroom Support Services
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