QUICK START INSTRUCTIONS  
ISU MEDIA ENHANCED CLASSROOMS

Bessey 203

**PROJECTOR TYPE**  
Hitachi CP-X885W

**PROJECTOR RESOLUTION**  
1024 x 786

**IP #**  
NetReg (DHCP)

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**SP Controls SmartPanel**

*The SP Controls SmartPanel controls the video projector's functions. Pressing a button on the SmartPanel sends a command to the video projector. Each command takes a few seconds to execute; after pressing any button on the SmartPanel, wait at least 5 seconds before pressing another button.*

*The SmartPanel has an auto-shutoff timer. When the PROJECTOR ON button is pressed, the panel sets a 3 hour timer. The video projector power automatically switches OFF after 3 hours unless the timer is reset. The timer may be reset any time the video projector power is ON. To reset the timer, press any button on the SmartPanel EXCEPT the PROJECTOR OFF button.*

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**TO OPERATE THE MEDIA CONTROL SYSTEM (SMARTPANEL) FOR COMPUTER DISPLAY**

**PERFORM THE OPERATIONS IN THIS ORDER:**

1. Locate the SmartPanel's PROJECTOR ON button and press it to switch the video projector ON. Wait 15 seconds to verify that the projector is ON. A red Warm-up LED on the SmartPanel will flash while the projector warms up; a green Ready LED will be steadily illuminated when the projector is ready to use.
2. Select the LAPTOP input on the SmartPanel.
3. Locate the VGA cable and connect it to your computer and to the LAPTOP jack on the equipment rack inside the media cabinet.
4. Switch the computer power ON. Note: the video projector power must be on and the computer must be connected before the computer power is switched on.
5. Enable the external video display on your computer. Consult your computer documentation for instructions.
6. Locate the SmartPanel's PROJECTOR OFF button and press it to switch the video projector OFF when you are finished.

**NO IMAGE?**

1. Verify that the video projector power is on.
2. Verify that the LAPTOP input is selected on the SmartPanel.
3. Restart the computer.

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**NEED ASSISTANCE? CALL 294-8026.**

THE NEAREST AVAILABLE PHONE IS LOCATED ON THE FIRST FLOOR JUST INSIDE THE BUILDING'S NORTH ENTRANCE.

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roomhelp@iastate.edu  •  www.itc.iastate.edu

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QUICK START INSTRUCTIONS
ISU MEDIA ENHANCED CLASSROOMS

TO OPERATE THE MEDIA CONTROL SYSTEM (SMARTPANEL) FOR VIDEO DISPLAY

PERFORM THE OPERATIONS IN THIS ORDER:
1. Locate the SmartPanel's PROJECTOR ON button and press it to switch the video projector ON. Wait 15 seconds to verify that the projector is ON. A red Warm-up LED on the SmartPanel will flash while the projector warms up; a green Ready LED will be steadily illuminated when the projector is ready to use.
2. Select the desired input on the SmartPanel.
3. Locate the desired video source and switch its power ON.
4. Load the video tape, DVD, or other desired media.
5. Adjust the general audio volume. See below for audio instructions.
6. Locate the SmartPanel's PROJECTOR OFF button and press it to switch the video projector OFF when you are finished.

NO IMAGE?
1. Verify that the video projector power is ON.
2. Verify that the correct input is selected on the on the SmartPanel.

TO OPERATE THE AUDIO AMPLIFIER

The audio amplifier in this room has been preset for optimum operation and cannot be adjusted by users. To increase or decrease the general audio volume, use the volume control buttons on the SmartPanel. To increase the volume, press the VOLUME UP button. To decrease the volume, press the VOLUME DOWN button.

TO USE THE WIRELESS MICROPHONE (if installed):
1. Locate the wireless microphone transmitter and switch the power ON.

NO AUDIO FROM THE WIRELESS MIC?
1. Verify that the wireless microphone transmitter's power switch is ON (if installed).
2. Replace the wireless microphone transmitter's battery.
3. Try the wired microphone.

TO ACCESS THE SMARTPANEL'S SPECIAL FUNCTIONS

The SmartPanel has some built-in special functions. To access these functions, press and hold the SmartPanel's ON button and then press the button for the function you wish to use.

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