MEDIA EQUIPMENT QUICK START INSTRUCTIONS
Town Engineering 280

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 video projector will display a black screen when the power is on if an active source is not detected. To determine the video projector’s power status, look at the READY LED on the SmartPanel. If the green READY LED is steadily illuminated, the video projector power is ON. When a source has been selected, a blue LED backlight above the input select button will also be visible.

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.

TO OPERATE THE MEDIA EQUIPMENT FOR CLASSROOM 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 30 seconds to verify that the projector is ON. A red Warm-up LED on the SmartPanel will light while the projector warms up; a green Ready LED will be steadily illuminated when the projector is ready to use.
2. Select the LECTERN COMPUTER input on the SmartPanel.
3. Switch the computer power ON. Note: the video projector power must be on before the computer power is switched on.
4. 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 LECTERN COMPUTER input is selected on the SmartPanel.
3. Restart the computer.

Computers, document cameras, and wired microphones interface with the installed media equipment through the connection plate.

The connection plate is mounted on the side of the media cabinet.

NEED ASSISTANCE? CALL 515-294-8026.
Information Technology Services  •  Classroom Services  •  roomhelp@iastate.edu
MEDIA EQUIPMENT QUICK START INSTRUCTIONS

TO OPERATE THE MEDIA EQUIPMENT FOR LAPTOP 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 30 seconds to verify that the projector is ON. A red Warm-up LED on the SmartPanel will light 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. Verify that the other end of the cable is connected to the COMPUTER 1 jack on the connection plate on the outside of 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 and that the LAPTOP input is selected on the SmartPanel.
2. Restart the computer.

TO OPERATE THE MEDIA EQUIPMENT FOR DOCUMENT CAMERA DISPLAY

PERFORM THE OPERATIONS IN THIS ORDER:
1. Locate the SmartPanel’s PROJECTOR ON buttons and press it to switch the video projector ON. Wait 30 seconds to verify that the projector is ON. A red Warm-up LED on the SmartPanel will light while the projector warms up; a green Ready LED will be steadily illuminated when the projector is ready to use.
2. Select the DOCUMENT CAMERA input on the SmartPanel.
3. Locate the document camera’s VGA cable. Verify that the cable is connected to the DOC CAM / COMPUTER 2 jack on the connection plate on the outside of the media cabinet.
4. Locate the document camera’s power cord and connect it to an AC outlet.
5. Place the item you wish to display on the document camera’s stage and switch the document camera’s power ON. The document camera’s power switch is on the upper right corner of the stage.

NO IMAGE?
1. Verify that the video projector power is on and that the DOCUMENT CAMERA input is selected on the SmartPanel.
2. Verify that both ends of the VGA cable are securely connected; screw in, if possible.

TO OPERATE THE MEDIA EQUIPMENT FOR DVD 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 30 seconds to verify that the projector is ON. A red Warm-up LED on the SmartPanel will light while the projector warms up; a green Ready LED will be steadily illuminated when the projector is ready to use.
2. Select the DVD input on the SmartPanel.
3. Locate the DVD player and switch its power ON.
4. Load the DVD and select play using the control buttons on the front of the DVD player.
5. Verify that the amplifier power is ON and 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.

TO OPERATE THE AUDIO AMPLIFIER

Locate the amplifier’s power switch and verify that the amplifier power is ON. The individual input levels have 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.