



Technology Tips

- **How do I turn on the screen and projector?**

1. Find the touch panel that is located on one of the walls of your room. It looks like this:



2. Touch the logo on the panel and the command center page will come up.
3. There is a “**power**” button on the top left of the page. Press that button.
4. A drop down menu will appear. Select “**turn on room**”. This will lower the screen and turn on the projector. Please give this process 3-5 minutes.

- **How do I get to the built-in PC?**

1. On the command center page on the wall panel, there is a row of display/input selections that looks like this:



To access the built-in PC, select “Rack PC”. Please allow a few minutes for the projector display to adjust to the selection.

2. On top of the white storage box you will find the mouse and keyboard for the built-in PC. Once you have turned both of these on, you will have complete control of the built-in PC.

- **How do I connect my flash drive to the built-in PC?**

1. Connect your flash drive to the USB port which is located on one of the walls in your room and looks like this:



2. Plug in your flash drive into any of the open slots.
3. You will then be able to access your flashdrive on the built-in PC.

NOTE: Please do not touch/unplug the “Logitech” flash drive already plugged into the USB port.

- **How do I turn off the room when I am done?**

1. Make sure you have logged off of any website or program you were using and close all programs on the built-in PC.
2. Do not log off of built-in PC. Leave it on the homepage.
3. Go back to the touch panel and press the “**power**” button. A drop down menu will appear. Select “**turn off room**”. This will raise the screen and turn off the projector. Please give this process 3-5 minutes.
4. Turn off the Bluetooth mouse and keyboard and put it on top of the white storage box.
5. Make sure you have wiped the SmartKapp whiteboard and/or whiteboard walls with the wipes provided inside of the white storage box.