**Smart Room Quick Guide: Room 209**

**Please log out of computer and turn off projector after every class**

**General:**
- There is no food or drink allowed in the classroom.
- Please do not unplug any of the cables already hooked up to the computer or the projection system may not work.
- Please do not adjust the computer settings or download software.
- **Major technical problems may require a class to be canceled.** Technology support cannot complete major repairs during class due to insurance liability. There are currently no additional smart classrooms available incase of a major technical breakdown.

**Troubleshooting Equipment:**
- **Digital Projector:**
  The digital projector lamp will automatically shut off after six hours of use or if sensors indicate overheating. The cool down process lasts ten minutes and the projector cannot be turned on until process is complete. If the lamp is burnt out it will have to be replaced by an outside professional.
- **Computer/DVD/VCR:**
  Most problems can be fixed with help from technology support. Replacement units are available but may not arrive in less than an hour. The USB and CD drives are located on the side of the laptop. The power button is located on the top right hand side of the keyboard.

**Alarms:**
All equipment is wired and secured. If the alarm goes off during class please exit the room and notify the Visual Resources Center.

**Classroom Arrangement:**
- **Chairs & Furniture:**
  The chairs and furniture **MUST** be returned to their original position at the end of class.
- **Blinds:**
  It is very important that blinds and windows remain **CLOSED**.

**Temperature:**
If the room is too hot or cold please contact the Visual Resources Center to request an adjustment of the thermostat.

**For Technical Assistance & Questions Please Contact:**
Brooke Sansosti, Visual Resources Curator  
Room 309, 8:30am – 5pm  
504-314-2226 or x2226, sansosti@tulane.edu
Display Resolution for Optimal Projections

1280 x 768, 60 Hz

If not selected:
Click Apple icon on top left corner of screen
Click Systems Preferences
Click Display icon
Choose 1280 x 768, 60 Hz

Changing Display Arrangement for Presenter Tools in PowerPoint/Keynote

Click Apple icon on top left corner of screen
Click Systems Preferences
Click Display icon
Click Arrangement tab
Unclick mirroring

Please revert the display back to mirroring using the same steps above and click mirroring.

Thank you!