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 & Slide Projector:** The 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. If bulbs need to be replaced on the slide projector please contact Brooke Sansosti in the Visual Resources Center.
- **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 Brooke Sansosti in 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 Brooke Sansosti in the Visual Resources Center to request an adjustment of the thermostat.

**For Technical Assistance & Questions Please Contact:**
Brooke Sansosti, Visual Resources Curator
Room 309C (inside Visual Resources Center), 8:30am – 5pm
504-314-2226 or x2226, sansosti@tulane.edu