Cabinet Key

A **Smart Key** is required to open cabinet. To obtain a Smart key, complete the “**Smart Key Application Form**”, under the Classroom Technology on your Mocomotion home page.

Inside the Cabinet

Open cabinet with smart key. Audio equipment powers up automatically.

- **Microphone Receiver**
- **Amplifier**
- **Mixer**
- **VHS/DVD**
  - **Drawer**
    - Remotes-projector, DVD, some rooms will have i Clicker
    - Cables-VGA, network and audio cable
    - Wireless microphone

**Monitor/Computer Login**

Press power button on all in one computer located on the podium.
Press Ctrl/Alt/Delete keys to access the login screen.
A default username and password is posted on podium in each classroom.
You may use your username and password to login.
Presentation Select
Press comp or video button until the image appears.

Document Camera
The document camera will display any item that you place under the camera lens. Turn document camera on, use projector remote and aim remote at projector press source search, or press the comp button on remote and go to comp2 input (will be shown on projected screen).

Projector Power
Retrieve projector remote from cabinet drawer, point remote towards projector, press the red power button once, please be patient, in a few seconds a green light will appear on projector and the epson logo will appear on the screen.

Presentation Source Search
Point projector remote towards projector, press the source search button, the projector will cycle through each input searching for a signal, press again until the image you desire is shown on screen.

OR
**Sound Volume**
Open cabinet door to turn on equipment.
Volume can be adjusted using the dials on the mixer unit in the co locate cabinet.
Microphone is adjustable via MIC ONE control.

**Shutdown**
At the end of class...
Log off the computer.
Point remote at ceiling projector and press the red Power button once, a power off notice will appear on the screen. Press red power button again to turn off projector.
Place remote in cabinet drawer and any other items which may have been used.
Close and lock co location cabinet.

**Other Components**
The co location cabinet drawer should contain the following:
- Network Cable
- VGA Cable
- Audio Cable
- VHS/DVD remote
- Projector remote
- i Clicker remotes (CERTAIN ROOMS)

If components are missing, please call the help desk immediately at 2199.

**Laptops**
It is recommended that you bring your own audio, video and network cables to each class. You may also need the laptop power cable.
Plug cables into appropriate ports on laptop and podium.
Ensure that the projector remote is set to comp 2 or do a source search until your laptop is displayed.
Vaddio Rooms
A219, i219 and i102 are equipped with camera tracking system. For instruction on use of these rooms contact CTL, Centre for teaching and learning.

http://www.mohawkcollege.ca/about/TeachingLearningQuality/CTL.html

Support
If you have any problems, call the Help Desk at 2199 as soon as possible. Please report all problems, whether they affect your particular class or not, so the next faculty member will be able to instruct. Please shut down all equipment and return remotes/cables etc to the cabinet drawer. Ensure the cabinet is locked and retrieve your key prior to leaving the classroom. Please do not remove any equipment or components from the classroom.