Smart Classroom—Analog

Getting Started

Center for Teaching and Learning (CTL)

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Center for Teaching and Learning Website

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For access to the Instructor Cart, contact the departmental office.

Turning the System On

1. Press the **PC** button if using a computer or a laptop.
   OR
2. Press the **Video** button if using DVD or VCR.
3. Login to the computer with your University UUID.
4. The green light will appear on the control panel. The projector will warm up in 3-4 minutes.

Using a Laptop with the System

1. Connect the laptop to the laptop cable provided.
2. Make sure the PC input is selected.
   Note: You may need to hit a key combination on your laptop. For most Dells, it is Function + F8

Using a DVD/VCR

1. Press the **Video** button on the control panel.
2. Make sure the DVD/VCR is turned on.
3. To switch between the VCR and DVD functions, use the **SOURCE** or **OUTPUT** button on the player.
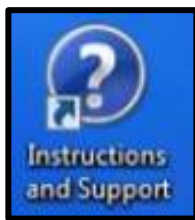
Turning the System Off

1. Hold the button of the currently selected for **5 seconds** and release.
2. Logout of the computer by using the **Logoff** desktop icon.
3. The green light on the control panel will turn off. The projector will cool down in 3-4 minutes.

Desktop Shortcuts

1. Click the Instructions and Support icon for detailed instructions, video tutorials, and more.

2. Trying to play a DVD? Click the DVD Drive icon.

All TigerLAN software can be accessed from the **Start Menu > umApps** folder.

For assistance, contact the umHelpdesk at 901.678.8888. For detailed instructions and video tutorials, click the Instructions and Support Desktop Icon.

Locating Help Resources

Upon completing the training covered in this course, faculty, staff, and students are able to receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
  - Here is a link to our service desk ticketing system
  - After logging in, choose the link **Request Help or Services**.
  - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk is available from 8:00 a.m. – 11:59 p.m., seven days a week (excluding some holidays). You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 12:00 a.m., please leave a message or submit a service request.

- Messages will be checked regularly and receive priority response the following business day. You may also email The Center for Teaching and Learning, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- **Explore the umTech Website**
- **Center for Teaching and Learning (CTL) Website**
- **Search our Training and Documentation**