

# Smart Classroom—Extron

Getting Started

## Center for Teaching and Learning (CTL)

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## Turning the System On

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1. Press the **Display On** button.
2. The Desktop button is automatically selected at your convenience.
3. The projector warm up cycle will be completed in 3-4 minutes.



## Using a Laptop with the System

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1. Connect the laptop to the laptop cable provided.
2. Select either the **Laptop 1** or **Laptop 2** input.
3. For all other inputs, make sure the device is powered on and press the appropriate input button.

## Mute Display

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1. Press **Video Mute** to blackout the screen at any time.
2. Press **Video Mute** again to restore the image.  
**Note:** You can control volume using the volume control knob and the **Mute** button.

## Turning off the System

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1. Press the **Display Off** button when you are finished.

# 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

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### 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](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

## Important Links

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- [Explore the umTech Website](#)
- [Center for Teaching and Learning \(CTL\) Website](#)
- [Search our Training and Documentation](#)