The Active Learning Classroom (ALC) Computer is located at the top of the “A/V Stack” (pictured to the right).

a) The **Computer Power Button** is located near the upper right side of the case.
b) The **Room Display** is controlled with the **Extron Room Controller**. This is the same controller currently used in our Smart Classrooms.
c) The **Drawer** below the Extron Room Controller contains Remotes for the Student TVs.

**NOTE:**
The Pic Mute button has been replaced with the Display Mute button.

The Active Learning Classroom has a **Wireless Document Camera**, **Keyboard & Mouse**. You can use these devices anywhere in the room.

d) The **Wireless Document Camera** can be operated and repositioned from anywhere in the ALC room.
e) The **Wireless Keyboard & Mouse** needs to be returned to middle of the podium at the end of class (as shown the in the picture to the right).

**NOTE:**
The Wireless Camera needs to be returned to its charging station at the end of the class. Failure to do so will result in the Document Camera not operating for the next class.

You can connect a laptop to the A/V Stack. A laptop can be connected with cables located at the top-rear of the A/V Stack. You can connect to the A/V Stack with a VGA or HDMI connection.

f) **VGA Connection** -
This is the same connection currently used in the Smart Classrooms. There is an audio cable located with this connection.

g) **HDMI Connection** -
Newer laptops and mobile devices with proper adapters can utilize this connection. No audio cable is needed because the connection will playback audio.

h) **USB Cable - (Not Pictured)**
If you wish to use the wireless keyboard and mouse with your laptop, plug in the USB cable to your computer. Once you do this, you can use the wireless keyboard and mouse with your laptop.
Active Learning Classroom - Setup Wireless Document Camera

Step 1
- On the A/V Stack, select the Doc Cam button.
- Make sure the name of the document camera (AVerVision) is pointed to you.
- Gently lift the top of the camera from the base from the left to the right (picture A).

Step 2
- Gently rotate the camera arm towards you until it is fully extended (picture b).

Step 3
- Gently pull the camera head downward (picture c).

Step 4
- Grab the base of the camera and gently rotate the camera clockwise to you (picture d).
- Slide your document under the camera.
- Push the red power button & wait 5 seconds.
- When you see the WiFi blink green, you should see the picture of the document on ALC screens (picture e).

TROUBLESHOOTING NOTES:
If the camera isn’t projecting to the screen:
1) Make sure the Doc Cam button is selected on the A/V Stack (Step 1)
2) Push and hold the red power button until the 4 front lights begin to blink. Release the power button and wait 5 seconds for the camera to connect to the monitors.
3) Make sure that the unit has enough battery life to be operated. You may need to return the camera to the charging station and have the camera connected to a power source before you can use it.

When you are finished with the camera
- Push and hold the power button until there are no lights flashing on the camera.
- Reverse the order of the steps from step 4 to step 1 to put the camera back together for storage.
- Return the camera to the A/V Stack.
- Remember to plug in the camera to the charger.