Basic Operational Guide for Media Equipment

Start-up Procedures
1. Press the Projector ON button on the Switcher/Equipment Selector to turn on the video projector.
2. Select the type of media equipment (source) you want to show through the projector. The following media are available in this classroom:
   - Blu-ray DVD/VHS Combo Player (Input 2)
   - Macintosh/PC Computer (Input 5)
   - Document Camera (Input 8)
3. Turn on the equipment and follow the instructions provided at right.

Close-down Procedures
1. Press and hold the Projector OFF button on the Switcher/Equipment Selector until the light blinks green (2 seconds) to turn off the video projector.
2. Turn off the media equipment.
3. Lock equipment cabinet.

IMPORTANT NOTICE
It is important to turn off the video projector and secure the equipment cabinet. Failure to turn off the projector (regardless if light is being projected) will cause the lamps to burn out. Failure to secure the cabinet may result in equipment abuse or theft. Due to budgetary constraints, replacement and repair of equipment may not be available.

For iPads & iPhones:
1. Double-click on your “Home” button.
2. Swipe bottom row of icons to the right.
3. Click on the AirPlay icon.
4. Select your classroom.
5. Type in the Password (provided by CIS).
6. Repeat steps 1–4, then turn Mirroring to the ON position. You can begin streaming any application (Keynote, Youtube, etc.) wirelessly to the projector.
7. At the end of your session follow steps 1–4 then select “YOUR DEVICE” (name) to disconnect.

For Macintosh laptops with OS10.8 (Mountain Lion) or later:
1. Navigate to System Preferences > Displays > Display
2. Select your Classroom from the AirPlay mirroring drop-down menu. Type in the Password (provided by CIS). Your Mac will automatically connect to the projection system.
3. For more detailed information, visit: www.cis.hawaii.edu/guc/info/airplay/airplay.html

For Windows laptops and older Mac users must purchase AirParrot which is an application that provides “AirPlay” capabilities to their devices.

Input 6: Airplay (to wirelessly display iPads®, iPhones®, laptops and other devices)

Input 7: Auxiliary Inputs located on counter (to attach other external video sources to the projection system; see below)

Input 8: Document Camera — located on counter

Setting up:
1. Press Power button to turn on Doc Camera
2. Turn on Lamp
3. Adjust Zoom
4. Adjust Focus

The media equipment in this classroom has been provided by the Center for Instructional Support. Call 956-8075 for any questions, problems, or concerns. Visit our website at: http://www.cis.hawaii.edu

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