Basic Operational Guide to Media Equipment
Gartley 101

Using the Touch Screen Panel

Step 1: Start-up procedures
Press/touch the center button (UH Seal) on the touch screen.

Step 2: Turn on equipment
While waiting for the projector to warm up, turn on the equipment you want to show through the projector. The following media are available in this classroom:

- DVD/VHS Video Player (located in cabinet below)
- Document Camera (located on desktop)
- PC Computer (located in cabinet below)

External devices such as laptop computers and other video/audio equipment may be connected through:

- VGA Cable (located on shelf)
- Auxiliary Panels (located left of the touch screen or in cabinet below)

Step 3: Select media
When the menu screen appears, select the type of media equipment you will be using.

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.
Step 4: Close-down procedures
Press/touch the **red “System Off” button** located in the lower right-hand corner of the touch screen.

On the next screen, Press/touch the **green “YES” button** to turn off the projector. Turn-off all media equipment.

You can control the DVD/VHS Combo Player through the touch screen. The following controls will appear after you select the media you are using.

**For playing VHS Videotapes:**

- **Rewind**
- **Play**
- **Fast forward**
- **Pause**
- **Stop**

Press “Full Screen VHS” if you would like to view the image being projected on the touch screen with the set of controls.

**For playing DVD discs:**

- **Rewind**
- **Play**
- **Fast forward**
- **Previous chapter**
- **Pause**
- **Next chapter**

Press “Full Screen DVD” if you would like to view the image being projected on the touch screen with the set of controls.

Use these controls to navigate through DVD menus.
**Auxiliary Inputs**—located on counter  
(to attach other external video sources to the projection system)

**VGA Cable w/Audio**—located on shelf  
(to attach external laptop computers to the projection system)

1. Attach VGA cable before turning on laptop computer.
2. If no display occurs, hold down “Fn” key and press the function key with the monitor icon or the function key with the designation “LCD/CRT” to enable projector display. Function key will vary depending on laptop brand.
3. Recommended laptop display settings: **1280 x 800 @ 85Hz**  
   Note: Internet access requires UH login and password.

**PC Computer**—located in cabinet

1. Press Power button to turn on PC Computer

**DVD/VHS Video Player**—located in cabinet

1. Press Power button to turn on Combo Player
2. Select DVD or VCR as your media and press Select button below

**Auxiliary Panel**—located in cabinet  
(to attach other external sources to the projection system)
Document Camera — located right of counter

Setting up:

1. Press Power button to turn on Desktop Visual Presenter
2. Turn on Lamp
3. Adjust Zoom
4. Adjust Focus

1. Raise the camera arm
2. Rotate the camera head
3. Adjust the lamp arm and lamp head

1. Press Power button to turn on Document Camera — located right of counter

i>Clicker® Audience Response System — located right of touch screen

i>Clicker® base
Plug USB drive containing i>Clicker® software into any USB port

i>Clicker® instructor remote
(available at CIS)

Next slide
Select toolbar buttons
Start/stop polling
Hide/display graph
Next slide
Previous slide
Select correct Answer

1. Press Power button. Hold and press button to change frequency

1. Antenna
2. Laser pointer

Smart® Display — located right of touch screen

Application tool buttons
USB inputs
(on side of monitor)
Pen tool buttons
Support tool buttons
Toolbar