Basic Operational Guide to Media Equipment
Sakamaki A103

Using the Touch Screen Panel

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

![Diagram of touch screen controls]
- to mute projected image
- to mute audio
- to turn on microphone input on Auxiliary Panel
- Press to resize and center projected image on screen
- Volume Control

**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.

![Diagram of media selection menu]
- **DVD/VHS Combo Player** (located in cabinet below)
- **Document Camera** (located on desktop)
- **Press to display YOUR laptop** (through the VGA cable on shelf)
- **PC Computer** (located in cabinet below)
- **Auxiliary Panels** (located in cabinet below)
- **HDMI Input** (located left of touch screen)

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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](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:

For playing DVD discs:
Auxiliary Inputs—located on counter
(to attach other external video sources to the projection system)

PC Computer—located in cabinet

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.

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

1. Press Power button to turn on PC Computer
2. Select DVD or VCR as your media and press Select button below
3. Insert DVD here and gently push forward

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
3. Insert VHS video cassette here and gently push forward

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

Setting up:

Raise the camera arm

Rotate the camera head

Adjust the lamp arm and lamp head

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

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)

i>Clicker
Antenna
Laser pointer

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

Smart® Display — located right of touch screen

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