Basic Operational Guide to Media Equipment
Sakamaki B101

Using the Touch Screen Panel

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

- 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.

Using the Touch Screen Panel

- **DVD/VHS Combo Player** (located in cabinet below)
- **Document Camera** (located on desktop)
- **PC Computer** (located in cabinet below)
- **Auxiliary Panels** (located in cabinet below)
- **HDMI Input** (located left of the touch screen)

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**

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**
- **Next chapter**
- **Previous chapter**
- **Pause**
- **Stop**

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.
**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 Inputs**—located on counter
(to attach other external video sources to the projection system)

- Ethernet
- A/C Outlet
- HDMI
- Computer USB

**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.

**Auxiliary Panel**—located in cabinet
(to attach other external sources to the projection system)

- Additional USB Inputs
- Mic Input
- Headphones
- DVD-RW Drive
  Press to open tray

**VCR Controls**
- Insert VHS video cassette here and gently push forward

**DVR Controls**
- Insert DVD here and gently push forward

**Video**
- Play
- Stop/eject

**Line Out**
- Mic In
- Mic Out

**Audio (L/R)**
- Mic In
- Line Out

** USE REMOTE CONTROL TO ACCESS ADDITIONAL FEATURES **
**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**
5. Adjust brightness

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**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)

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**Smart® Display** — located right of touch screen