Basic Operational Guide to Media Equipment

Saunders 244

Using the Touch Screen Panel

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

- **Volume Control**
- **to mute projected image**
- **to mute audio**
- **to turn on microphone input on Auxiliary Panel**
- **Press to resize and center projected image on 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:

- **Blu-ray/DVD/VHS Video Player** (located in cabinet below)
- **Document Camera** (located on desktop)
- **Macintosh 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](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 Blu-ray/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 Blu-ray and DVD discs:

Press “Full Screen Blu-ray” if you would like to view the image being projected on the touch screen with the set of controls.
**Macintosh Computer**—located in cabinet

1. Press Power button to turn on Macintosh Computer

*No optical drive

**Note:** Computer is configured to start in Windows. Users who prefer to use Mac OSX, hold down the “Option” key until disk icons appear on screen. Select the startup disk with the operating system you want to use and click arrow below the icon.

**Blu-ray/DVD/VHS Video Player**—located in cabinet

1. Press Power button to turn on Combo Player

2. Press Open/Close button to open and close Blu-ray/DVD tray or Press Stop/Eject button to eject VHS tape

3. Use Blu-ray-DVD/VHS controls on Touch Screen Panel (left)

**Auxiliary Panel**—located in cabinet

(to attach other external sources to the projection system)

**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.
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

Closing down:

TURN OFF POWER

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

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)