Basic Operational Guide to Media Equipment  
BusAd A102

Using the Touch Screen Panel

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

- to turn on podium microphone
- to turn on lavaliere microphone
- to turn on microphone input on Auxiliary Panel
- to mute projected image
- to mute audio
- to mute microphones
- 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:

- **Blu-ray/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:

- **AirPlay**
- **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 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:
**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:
   1280x1024 @ 85Hz

Note: Internet access requires UH login and password.

**PC Computer**—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)

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

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

**Setting up:**
1. Raise the camera arm
2. Rotate the camera head
3. Adjust the lamp arm and lamp head

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**AirPlay® (to wirelessly display iPads®, iPhones®, MacBook Pros®, Windows® laptops and other devices)**

**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 projection system.
7. At the end of your session follow repeat 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.

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

For more detailed information, visit: www.cis.hawaii.edu/guc/info/airplay/airplay.html

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

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

**i>Clicker® instructor remote** (available at CIS)

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

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

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

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