Basic Operational Guide to Media Equipment
BusAd D101

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:

- 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:

- 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:**

- **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 Blu-ray and DVD discs:**

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

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

**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)
**Document Camera** — located right of counter

**Setting up:**

1. **Raise the camera arm**
2. **Rotate the camera head**
3. **Adjust the lamp arm and lamp head**
4. **Adjust brightness**
5. **1. Press Power button to turn on Desktop Visual Presenter**
6. **2. Turn on Lamp**
7. **3. Adjust Zoom**
8. **4. Adjust Focus**

**Closing down:**

**TURN OFF POWER**

1. **Rotate lamp head and lamp arm and fold down**
2. **Rotate camera head and camera arm and fold down**

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**i>Clicker**

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

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

- Antenna
- Laser pointer
- Next slide
- Select toolbar buttons
- Previous slide
- Select correct Answer
- Start/stop polling
- Hide/display graph

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