This manual provides comprehensive step-by-step instructions for the equipment found in Enrollment controlled classrooms and auditoriums. The aim of this guide is to help users successfully utilize the equipment for classes and presentations.

Microphones

Wireless microphones are available from the MediaTech office in Cyert Hall A-74 and may be borrowed by faculty for a term. Contact MediaTech at 412-268-8855, via email mediatech@cmu.edu to reserve one.

Equipment Cables and Adapters

Some cables are provided while you must bring others to the classroom with you. Please refer to the appropriate module for details.

Support

This documentation, device descriptions, manufacturer information and video demonstrations are available online at www.cmu.edu/computing/mediatech/. If immediate assistance is needed, contact MediaTech at 412-268-8855.

Feedback

For classroom equipment improvements, suggestions or questions, send email to MediaTech at mediatech@cmu.edu.
Quick Start

Using the Touch Screen

Touch the Touch Panel to “wake” it and then touch the desired feature:

- System On (ALL features)
- Left Only (left projector)
- Right Only (right projector)
- Audio Only

Depending on which feature you choose, the projector screen(s) may lower. The system takes a minute to warm up and a screen, similar to the following appears.

1. Once system warms up, select your DEVICE.
2. Select the screen(s) on which the device will DISPLAY:
   - touch UNDER “Left Display Options” for the left projection screen
   - touch UNDER “Right Display Options” for the right projection screen
   - touch the arrows in the banner for display position options
3. For AUDIO, touch an audio input device, touch Sound icon then set volume.
   Use controls to set room lighting.

Using the Lectern

Lecture Halls

To move the lectern, make sure that the wheel brakes are unlocked.
Quick Start (continued)

1. **Select Device**
   - **Laptop** - connect and project laptop image or sound
   - **Doc Cam** - use the document camera
   - **DVD/CD** - play DVDs or CD
   - **Aux Inputs** - select Aux Inputs when connecting devices through the lectern’s auxiliary panel
   - **Desktop Computer** - project image from the desktop computer

2. **Projection Options**
   To project device output to screen displays, touch the area UNDER “Left Display/Right Display Options...” To control the Left/Right displays, touch the **down arrow** in the respective banner. The following options appear:
   - **Blank Screen** - Remove image
   - **Screen Up / Down** - Move screen
   - **Annotate Over Current Source** - Write over source
   - **Whiteboard** - Clear source; use as whiteboard
   Touch the green + icon to display the projected image in full screen on the touch panel.

   **Annotation Feature**
   To write or annotate on the currently projected image, touch “Annotate Over Current Source.” To write on a blank screen, touch “Whiteboard.” Annotation tools appear as follows:

3. **Audio (optional)**
   1. For audio, select the device you want to input audio from (if it’s not already selected).
   2. Touch the sound icon.
   3. The sound icon appears on the selected device.

   **Get help in any of the following ways:**
   - Refer to the individual modules included here for details on using the devices.
   - Touch Help in the lower left corner of the touch panel or call MediaTech at 412-268-8855.
Using DVD or MP3

DVD or CD - Insert the DVD or CD.

Touch Panel

1. Touch DVD/CD. The DVD/CD Controls appear. Controls are similar to standard DVD players (see reverse). Touch Eject and insert your DVD/CD into the player.

   Note: If the DVD/CD player does not power on through the touch screen, turn it on and press Eject on the DVD/CD player itself.

2. If you need to navigate through the DVD/CD menus, touch UNDER Left Display Options and/or Right Display Options to project the menus. If you entered the touch panel through the Audio Only option, you will need to turn the projector on.

3. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.

4. To select the audio source, select that device and then touch the sound icon.

For more information, refer to the Quick Start guide.
**DVD or MP3 (continued)**

- Skip back
- Fast-rewind
- Play
- Pause
- Stop
- Fast-forward
- Skip forward
- Navigate Menus
Connecting a Laptop, iPad, iPhone, iPod Touch

Cables - A VGA, HDMI, Audio and USB cable are provided.

Cables (Mac computers) - Bring the appropriate Mac adapter for your model.

1. Connect the **VGA** or the **HDMI** cable to the **port** on your device.
2. If you are using a VGA connection and want to project sound from your device, connect the audio cable as well.
3. If you need Internet access but do not have a wireless card, plug your Ethernet cable into the Campus Network port on the auxiliary panel (see below).
   **Note:** You will need to bring your own Ethernet cable.
4. For your convenience, power outlets are available on the far right side of the auxiliary input panel (see the image below).

*Continued on reverse*
Laptop (continued)

**Touch Panel**

1. Touch **Laptop**.
2. The laptop control/connections appear. Do ONE of the following:
   - If you connected through the VGA cable, touch VGA.
   - OR -
   - If you connected through the HDMI cable, touch HDMI.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
4. If the device image does not display, do one of the following:
   - Reboot your device.
   - On a laptop, select the “mirroring”/LCD/CRT button (varies between manufacturers: F3, F5, F7 or F8.
5. To select an audio source, select that device and then touch the sound icon and adjust volume. If you are using an HDMI connection and the sound is not projecting, connect the Audio cable and touch VGA to project audio in analog.
Connecting a Second Laptop

Cables - Be sure to bring a VGA or HDMI cable with you. If you intend to use sound, you will also need an audio cable. For other devices, a USB cable may be necessary.

Mac computers - Bring the appropriate Mac adapter for your model.

1. Connect the VGA or the HDMI cable to the port on your computer.

2. Depending on how you connected, VGA or HDMI, do one of the following:
   - VGA cable - plug the other end into the Aux VGA jack on the auxiliary panel -OR-
   - HDMI cable - plug the other end into the HDMI 1 or HDMI 2 port on the auxiliary panel.

3. For audio, depending on how you connected, do one of the following:
   - VGA connection - connect the audio cable to the Aux VGA Audio port -OR-
   - HDMI - sound should flow through the HDMI connection; however, if it fails, connect the audio cable to the Aux VGA port.

4. If needed, power outlets are available on the far right side of the auxiliary panel.
Touch Panel

1. Touch **Aux Inputs**.
2. The laptop control/connections appear. Do ONE of the following:
   - If you connected through the VGA cable, touch VGA.
     - OR -
   - If you connected through the HDMI cable, touch HDMI.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
4. If the device image does not display, do one of the following:
   - Reboot your device.
   - On a laptop, select the “mirroring”/LCD/CRT button (varies between manufacturers: F3, F5, F7 or F8).
5. To select an audio source, select that device and then touch the sound icon and adjust volume. If you are using an HDMI connection and the sound is not projecting, connect the Audio cable and touch VGA to project audio in analog.

For more information, refer to the Quick Start guide.
Connecting a Musical Device

Cables - Bring a mini-to-mini cable to the classroom.

1. Connect one end of the cable to the headphone jack on your music device. Connect the other end to the AUX VGA AUDIO jack on the auxiliary input panel. Turn on the device.

Note: If you would like to show a video from an iPod video player, refer to the Connecting a Laptop, iPad, iPhone or iPod Touch module.

Continued on reverse.
Musical device (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input Controls appear. Touch **VGA**.
3. Touch the Sound icon and adjust the volume.

For more information, refer to the **Quick Start** module.
Connecting a VCR

Cables/Equipment - Bring a VCR and the appropriate cable to the classroom.

1. Do ONE of the following to connect the cable(s) to the back of the VCR (the VCR back panel may vary between models):
   - **RCA cable** (yellow, white and red) - connect the yellow cable to the VIDEO OUT jack, and the white and red cables into the AUDIO L and R jacks, respectively.
     - OR -
   - **Component Video cable** (blue, green, red, plus audio cables) - connect the green cable to the Y jack, the blue to Pb and red to Pr. Attach the audio cables into the audio out jacks.

2. Do ONE of the following to connect the cables to the auxiliary input panel:
   - **RCA cable** - connect the yellow cable to the VIDEO PB jack. Connect the white to the AUDIO LEFT jack (white), and the red into AUDIO RIGHT (red).
     - OR -
   - **Component Video cable** - connect green to Y, blue to PB and red to PR and then, the audio cables into the red and white AUDIO jacks.

3. Plug the VCR power cord into a power outlet and turn on the VCR. For your convenience, two power outlets are located on the far right side of the auxiliary input panel.

Continued on reverse
VCR (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input controls/connections appear. Touch **Composite Video**.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image.
4. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
5. To select an audio source, select that device and then touch the **Sound** icon. Sound can be controlled from the touch panel.

For more information, refer to the **Quick Start** module.
Connecting a Video Camera

Depending on the type of connection that your video camera offers, do ONE of the following:

- If your video camera uses RCA cables (see graphic), follow the Composite Video connection steps included below.
- OR -
- If your video camera uses VGA or HDMI connections, use the steps included in the Laptop module to connect your video camera.

Composite Connection

Equipment - Bring the video camera and appropriate RCA cable for your camera model.

1. Connect the cable to the AV IN/OUT jack on the video camera.
   Note: Location and names will vary due to different camera models.

2. Connect the cables to the auxiliary input panel, as follows:
   - RCA cable - connect the yellow cable to the Pb jack (below VIDEO).
   - Connect the white and red cables to the AUDIO LEFT (white) and AUDIO RIGHT (red) jacks respectively.

3. Turn on the camera.

Continued on reverse
Video Camera (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input controls/connections appear. Touch **Composite Video**.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image.
4. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
5. To select an audio source, select that device and then touch the Sound icon. Sound can be controlled from the touch panel.

For more information, refer to the **Quick Start** module.
Set Up Document Camera

1. To release and raise the camera arm, press the button on the base of the arm in the direction indicated by the arrows. Turn the camera until the lens is pointed down.

2. Raise the lamp into position by lifting the arms toward the back of the unit. Rotate the lamps so the light shines on the base.

Note: Arm lamps are not needed for transparencies, slides or negatives; they ARE needed to project paper documents and objects.

Note: Document camera lights are energy efficient and will turn off automatically after an extended period of inactivity.

Continued on reverse
Touch Panel

1. Touch **Doc Cam** to turn on the device, or press the power button on the document camera itself. There is a slight delay as the doc camera powers up; the light on the device will turn from red to green.

2. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image.

3. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.

4. Document Camera Device controls:
   - **Zoom** (- and +) - control image size.
   - **Focus** - improve image quality
   - **Lamp** - turn on side arm lamps or lower base lamp
   - **Freeze** - press “on” to take a still shot of the currently projected image; press “off” to resume active projection

5. To select an audio source, select that device and then touch the **sound icon**.

For more information, refer to the **Quick Start** guide.
Use the Desktop Computer

1. The keyboard and track pad are located in the drawer just under the surface of the lectern.

2. A USB port for jump drive, etc. access is located on the computer.

3. Use your Andrew UserID and password to login. Similar to cluster computers, BE SURE TO LOGOUT once you are finished.

4. The computer has Internet access; it also offers the same Windows software suite as the public clusters. To activate, see reverse side for the Touch panel steps.

Continued on reverse
Desktop Computer (continued)

**Touch Panel**

1. Touch **Desktop** to activate.
2. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image.
3. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
4. To view the desktop computer image as full screen on the lectern monitor ONLY touch “View the desktop on lectern monitor only”.
5. Once in full screen mode, touch the “previous” arrow in the lower right corner to return to the Touch panel controls.
6. To select an audio source, select that device and then touch the **Sound** icon.

For more information, refer to the **Quick Start** guide.
Using Clickers in the Classroom

The i>clicker classroom response technology is available in large classrooms, auditoriums and some small classrooms; for a list of availability please visit www.cmu.edu/computing/mediatech/clickers/.

For detailed instructions on using Clickers visit www.cmu.edu/teaching/clickers/

Using the Desktop Computer

1. The keyboard and track pad are located in the drawer just under the surface of the lectern.
2. A USB port for jump drive, wireless mouse access is located on the computer.
3. Use your Andrew UserID and password to login. BE SURE TO LOGOUT once your session is finished.
4. Copy the iclicker - Copy me first folder to your AFS space.
5. Rename the folder for your class (e.g., Physics 123).
6. Open the copied folder to begin your session.
7. (Optional) Follow the Desktop Computer module steps to project the screen image.

Using the Desktop Computer with Your Jump Drive

To use a jump drive/USB key with the classroom desktop computer:

1. Connect the jump drive to the USB port located on the desktop computer.
2. The Actions screen will display.
3. Choose Open the Folder to begin your session.
4. (Optional) Follow the Desktop Computer module steps to project the screen image.

Using Your Laptop

1. Load the i>clicker software to your laptop BEFORE your class.
2. Refer to the Laptop module for steps to connect your laptop computer.
3. Connect the purple CLICKER cable to your laptop’s USB port.
4. Launch the i>clicker software from your laptop to begin your session.
5. (Optional) Follow the Desktop Computer module steps to project the screen image.
Using the Touch Screen

Touch the Touch Panel to “wake” it and then touch the desired feature:

- System On (ALL features)
- Left Only (left projector)
- Right Only (right projector)
- Audio Only

Depending on which feature you choose, the projector screen(s) may lower. The system takes a minute to warm up and a screen, similar to the following appears.

Continued on reverse

1. Once system warms up, select your DEVICE.
2. Select the screen(s) on which the device will DISPLAY:
   - touch UNDER “Left Display Options” for the left projection screen
   - touch UNDER “Right Display Options” for the right projection screen
   - touch the arrows in the banner for display position options

3. For AUDIO, touch an audio input device, touch Sound icon then set volume.

Use controls to set room lighting.
Quick Start (continued)

1. **Select Device**
   - **Laptop** - connect and project laptop image or sound
   - **Doc Cam** - use the document camera
   - **DVD/CD** - play DVDs or CD
   - **Aux Inputs** - select Aux Inputs when connecting devices through the lectern's auxiliary panel
   - **Desktop Computer** - project image from the desktop computer

2. **Projection Options**
   
   To project device output to screen displays, touch the area UNDER "Left Display/Right Display Options..." To control the Left/Right displays, touch the down arrow in the respective banner. The following options appear:
   
   - Blank Screen - Remove image
   - Screen Up / Down - Move screen
   - Annotate Over Current Source - Write over source
   - Whiteboard - Clear source; use as whiteboard

   Touch the green + icon to display the projected image in full screen on the touch panel.

   **Annotation Feature**

   To write or annotate on the currently projected image, touch "Annotate Over Current Source." To write on a blank screen, touch "Whiteboard." Annotation tools appear as follows:

3. **Audio (optional)**

   1. For audio, select the device you want to input audio from (if it's not already selected).
   2. Touch the sound icon.
   3. The sound icon appears on the selected device.

Get help in any of the following ways:

- Refer to the individual modules included here for details on using the devices.
- Touch Help in the lower left corner of the touch panel or call MediaTech at 412-268-8855.
Using DVD or MP3

DVD or CD - Insert the DVD or CD.

Touch Panel

1. Touch DVD/CD. The DVD/CD Controls appear. Controls are similar to standard DVD players (see reverse). Touch Eject and insert your DVD/CD into the player.

   Note: If the DVD/CD player does not power on through the touch screen, turn it on and press Eject on the DVD/CD player itself.

2. If you need to navigate through the DVD/CD menus, touch UNDER Left Display Options and/or Right Display Options to project the menus. If you entered the touch panel through the Audio Only option, you will need to turn the projector on.

3. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.

4. To select the audio source, select that device and then touch the sound icon.

For more information, refer to the Quick Start guide.

Continued on reverse
DVD or MP3 (continued)

Skip back  Fast-rewind  Play  Pause  Stop  Fast-forward  Skip forward

Navigate Menus
Cables - A VGA, HDMI, Audio and USB cable are provided.

Cables (Mac computers) - Bring the appropriate Mac adapter for your model.

1. Connect the VGA or the HDMI cable to the port on your device.
2. If you are using a VGA connection and want to project sound from your device, connect the audio cable as well.
3. If you need Internet access but do not have a wireless card, plug your Ethernet cable into the Campus Network port on the auxiliary panel (see below).
   Note: You will need to bring your own Ethernet cable.
4. For your convenience, power outlets are available on the far right side of the auxiliary input panel (see the image below).

Continued on reverse
Laptop (continued)

**Touch Panel**

1. Touch **Laptop**.
2. The laptop control/connections appear. Do ONE of the following:
   - If you connected through the VGA cable, touch VGA.
   - OR -
   - If you connected through the HDMI cable, touch HDMI.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
4. If the device image does not display, do one of the following:
   - Reboot your device.
   - On a laptop, select the “mirroring”/LCD/CRT button (varies between manufacturers: F3, F5, F7 or F8).
5. To select an audio source, select that device and then touch the sound icon and adjust volume. If you are using an HDMI connection and the sound is not projecting, connect the Audio cable and touch VGA to project audio in analog.
Connecting a Second Laptop

Cables - Be sure to bring a VGA or HDMI cable with you. If you intend to use sound, you will also need an audio cable. For other devices, a USB cable may be necessary.

Mac computers - Bring the appropriate Mac adapter for your model.

1. Connect the VGA or the HDMI cable to the port on your computer.

2. Depending on how you connected, VGA or HDMI, do one of the following:
   - VGA cable - plug the other end into the Aux VGA jack on the auxiliary panel
   - HDMI cable - plug the other end into the HDMI 1 or HDMI 2 port on the auxiliary panel.

3. For audio, depending on how you connected, do one of the following:
   - VGA connection - connect the audio cable to the Aux VGA Audio port
   - HDMI - sound should flow through the HDMI connection; however, if it fails, connect the audio cable to the Aux VGA port.

4. If needed, power outlets are available on the far right side of the auxiliary panel.
**Touch Panel**

1. Touch **Aux Inputs**.
2. The laptop control/connections appear. Do ONE of the following:
   - If you connected through the VGA cable, touch VGA.
   - OR -
   - If you connected through the HDMI cable, touch HDMI.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
4. If the device image does not display, do one of the following:
   - Reboot your device.
   - On a laptop, select the “mirroring”/LCD/CRT button (varies between manufacturers: F3, F5, F7 or F8).
5. To select an audio source, select that device and then touch the sound icon and adjust volume. If you are using an HDMI connection and the sound is not projecting, connect the Audio cable and touch VGA to project audio in analog.

For more information, refer to the **Quick Start** guide.
Connecting a Musical Device

Cables - Bring a mini-to-mini cable to the classroom.

1. Connect one end of the cable to the headphone jack on your music device. Connect the other end to the AUX VGA AUDIO jack on the auxiliary input panel. Turn on the device.

Note: If you would like to show a video from an iPod video player, refer to the Connecting a Laptop, iPad, iPhone or iPod Touch module.

Continued on reverse.
Musical device (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input Controls appear. Touch **VGA**.
3. Touch the **Sound icon** and adjust the volume.

For more information, refer to the **Quick Start** module.
Connecting a VCR

Cables/Equipment - Bring a VCR and the appropriate cable to the classroom.

1. Do ONE of the following to connect the cable(s) to the back of the VCR (the VCR back panel may vary between models):
   - **RCA cable** (yellow, white and red) - connect the yellow cable to the VIDEO OUT jack, and the white and red cables into the AUDIO L and R jacks, respectively.
   - OR -
   - **Component Video cable** (blue, green, red, plus audio cables) - connect the green cable to the Y jack, the blue to Pb and red to Pr. Attach the audio cables into the audio out jacks.

2. Do ONE of the following to connect the cables to the auxiliary input panel:
   - **RCA cable** - connect the yellow cable to the VIDEO PB jack. Connect the white to the AUDIO LEFT jack (white), and the red into AUDIO RIGHT (red).
   - OR -
   - **Component Video cable** - connect green to Y, blue to PB and red to PR and then, the audio cables into the red and white AUDIO jacks.

3. Plug the VCR power cord into a power outlet and turn on the VCR. For your convenience, two power outlets are located on the far right side of the auxiliary input panel.

Continued on reverse
VCR (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input controls/connections appear. Touch **Composite Video**.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image.
4. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
5. To select an audio source, select that device and then touch the **Sound** icon. Sound can be controlled from the touch panel.

For more information, refer to the **Quick Start** module.
Connecting a Video Camera

Depending on the type of connection that your video camera offers, do ONE of the following:

- If your video camera uses RCA cables (see graphic), follow the Composite Video connection steps included below.
  - OR -
- If your video camera uses VGA or HDMI connections, use the steps included in the Laptop module to connect your video camera.

Composite Connection

**Equipment** - Bring the video camera and appropriate RCA cable for your camera model.

1. Connect the cable to the **AV IN/OUT** jack on the video camera.  
   **Note:** Location and names will vary due to different camera models.
2. Connect the cables to the auxiliary input panel, as follows:
   - **RCA cable** - connect the yellow cable to the **Pb** jack (below **VIDEO**).
   - Connect the white and red cables to the **AUDIO LEFT** (white) and **AUDIO RIGHT** (red) jacks respectively.
3. Turn on the camera.

*Continued on reverse*
Video Camera (continued)

**Touch Panel**

1. Touch **Aux Inputs**.
2. The Auxiliary Input controls/connections appear. Touch **Composite Video**.
3. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image.
4. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
5. To select an audio source, select that device and then touch the Sound icon. Sound can be controlled from the touch panel.

For more information, refer to the **Quick Start** module.
Set Up Document Camera

1. To release and raise the camera arm, press the button on the base of the arm in the direction indicated by the arrows. Turn the camera until the lens is pointed down.

2. Raise the lamp into position by lifting the arms toward the back of the unit. Rotate the lamps so the light shines on the base.

Note: Arm lamps are not needed for transparencies, slides or negatives; they ARE needed to project paper documents and objects.

Note: Document camera lights are energy efficient and will turn off automatically after an extended period of inactivity.

Continued on reverse
Document Camera (continued)

**Touch Panel**

1. Touch **Doc Cam** to turn on the device, or press the power button on the document camera itself. There is a slight delay as the doc camera powers up; the light on the device will turn from red to green.

2. Touch **UNDER Left Display Options** and/or **Right Display Options** to project the image.

3. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.

4. Document Camera Device controls:
   - **Zoom** (- and +) - control image size.
   - **Focus** - improve image quality
   - **Lamp** - turn on side arm lamps or lower base lamp
   - **Freeze** - press “on” to take a still shot of the currently projected image; press “off” to resume active projection

5. To select an audio source, select that device and then touch the **sound icon**.

For more information, refer to the **Quick Start** guide.
Use the Desktop Computer

1. The keyboard and track pad are located in the drawer just under the surface of the lectern.

2. A USB port for jump drive, etc. access is located on the computer.

3. Use your Andrew UserID and password to login. Similar to cluster computers, BE SURE TO LOGOUT once you are finished.

4. The computer has Internet access; it also offers the same Windows software suite as the public clusters. To activate, see reverse side for the Touch panel steps.

*Continued on reverse*
**Desktop Computer (continued)**

**Touch Panel**

1. Touch Desktop to activate.
2. Touch UNDER Left Display Options and/or Right Display Options to project the image.
3. Within the Left and Right Display Options banner:
   - Touch the down arrows for display options (e.g., blank screen, screen up, screen down, etc.).
   - Touch the green + icon to display the projected image in full screen on the touch panel.
4. To view the desktop computer image as full screen on the lectern monitor ONLY touch “View the desktop on lectern monitor only”.
5. Once in full screen mode, touch the “previous” arrow in the lower right corner to return to the Touch panel controls.
6. To select an audio source, select that device and then touch the Sound icon.

For more information, refer to the Quick Start guide.
Using Clickers in the Classroom

The i>clicker classroom response technology is available in large classrooms, auditoriums and some small classrooms; for a list of availability please visit [www.cmu.edu/computing/mediatech/clickers/](http://www.cmu.edu/computing/mediatech/clickers/).

For detailed instructions on using Clickers visit [www.cmu.edu/teaching/clickers/](http://www.cmu.edu/teaching/clickers/)

Using the Desktop Computer

1. The keyboard and track pad are located in the drawer just under the surface of the lectern.
2. A USB port for jump drive, wireless mouse access is located on the computer.
3. Use your Andrew UserID and password to login. BE SURE TO LOGOUT once your session is finished.
4. Copy the iclicker - Copy me first folder to your AFS space.
5. Rename the folder for your class (e.g., Physics 123).
6. Open the copied folder to begin your session.
7. (Optional) Follow the Desktop Computer module steps to project the screen image.

Using the Desktop Computer with Your Jump Drive

To use a jump drive/USB key with the classroom desktop computer:

1. Connect the jump drive to the USB port located on the desktop computer.
2. The Actions screen will display.
3. Choose Open the Folder to begin your session.
4. (Optional) Follow the Desktop Computer module steps to project the screen image.

Using Your Laptop

1. Load the i>clicker software to your laptop BEFORE your class.
2. Refer to the Laptop module for steps to connect your laptop computer.
3. Connect the purple CLICKER cable to your laptop’s USB port.
4. Launch the i>clicker software from your laptop to begin your session.
5. (Optional) Follow the Desktop Computer module steps to project the screen image.