General Touchscreen Operation

Logging in:
- Press anywhere on the touchscreen to start.
- The screen will then turn to a splash page with a progress bar while the projector lamp warms up.
- **Note**: If the touchscreen is dark, press it firmly to wake it from sleep mode.

Projecting a source:
- Choose your desired source from the list on the left.
- You will see a preview of the selected source.
- Press the “Video Select” button to the right.
- If you wish to stop projecting, select “Blank” from them source list and press “Video Select”.
- **Note**: In most cases, if there are multiple projectors in a room you will be able to control them individually with separate “Video Select” buttons.

Volume Controls:
- You can adjust the audio by using the controls located on the right side of the touchscreen.

Lighting Controls:
- Several rooms have lighting controls with preset options on the touchscreen.
- There are also wall lighting controls in every room.

Screen Controls:
- Some rooms have controls on the touchscreen for motorized projection screens.
- If there are multiple motorized screens in the room there will be controls for each one.
- There are also wall screen controls in every room.
- **Note**: Some rooms do not have a screen. In these rooms the wall is painted white for use as a screen.

Logging Out:
- Press "Exit" and choose "Yes" to confirm.
- Please remember to take your discs, tapes, or flash drives with you.
- **Note**: Remember to log off of Windows or Mac OS before you log out of the touchscreen.

You can find information on your specific room at:
http://www.indiana.edu/~cts/roomdb/index.php

If you have problems with the equipment you can press the “Help” button for quick equipment guides, or call CTS at 855-8765.
Using the Installed Computers

Using Computer:
- Press “PC” or “Mac” on the touchscreen, then press “Video Select.”
- The PC and Mac are located on the equipment rack near the bottom.
- The black keyboard/mouse are for the PC, the white/silver are for the Mac.
- PC USB ports are on the front of the PC. Some rooms have ports on the monitor as well.
- Mac USB ports are on the hub next to the Mac.
- Log in using your IU Username and Passphrase.
- Please log off of computer when finished.
- Please leave the computers turned on so they may receive updates.
- Computers will go to screen saver if left unattended. Wake them up using the keyboard or mouse.
- Computers are running UITS STC Builds. Installed software can be seen here: https://stcweb.stc.indiana.edu/framework/apps/Public/stcsoftware.cfm

Projection:
- The computer will appear on the preview monitor when you press PC/Mac.
- Press “Video Select” to project onto the screen.
- If the projected image is off-center, touch "Auto-Image" to adjust the image.
- Optimal resolution/refresh rate for Fullscreen rooms is 1024 X 768 @ 60Hz, Widescreen is 1280 X 800 @ 60Hz.
Using a Laptop

Connection:
- The laptop interface cables are located on the lectern.
- It is advisable to make all connections BEFORE booting laptop.
- For wired internet, connect the Ethernet cable to the laptop.
- For audio, connect the 1/8” audio plug into the laptop headphone jack.
- For video, connect the VGA cable to the laptop external monitor jack.
- Some PC laptops and all Mac laptops will need a VGA adapter to work. It is the user’s responsibility to provide an adapter. They can be purchased at the IU Bookstore or Best Buy. Be sure to take your laptop with you when you go to purchase one as there are several different standards. An example of an adapter is pictured to the right.

Projection:
- The laptop will appear on the preview monitor when you press “Laptop.”
- Press “Video Select” to begin projecting.
- If the projected image is off center, touch "Auto-Image" to adjust the image.
- Optimal resolution/refresh rate for Fullscreen is 1024 X 768 @ 60Hz, Widescreen is 1280 X 800 @ 60Hz.
- Note: You may need to enable video output on your laptop by holding down the FN key and pressing one of the Function keys. The chart below shows several manufacturers' standards:

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<thead>
<tr>
<th>Manufacturer</th>
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<tbody>
<tr>
<td>Panasonic</td>
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<td><strong>Fn</strong> + <strong>F5</strong></td>
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<td><strong>Fn</strong> + <strong>F8</strong></td>
<td>EPSON</td>
<td><strong>Fn</strong> + <strong>F8</strong></td>
<td>Other</td>
<td><strong>Fn</strong> + <strong>F7</strong></td>
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<td>DELL</td>
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</tbody>
</table>

Using a Laptop

Laptop Screen

Laptop Interface Cables

Note: You may need to enable video output on your laptop by holding down the FN key and pressing one of the Function keys. The chart below shows several manufacturers' standards:
Using the Installed DVD/VCR

Using the VCR/DVD Player:
- The VCR and DVD Player are located in the Equipment Rack.
- A remote for the unit is located in the accessories drawer on the rack.

Projecting a DVD or VHS tape:
- Select “DVD” or “VCR” and then “Video Select” on the touchscreen to begin projecting.
- Controls for the DVD or VCR will appear on the touchscreen.
- Make certain to retrieve your DVD/VHS tape when you are finished.
- Note: The VCR/DVD player can be operated from the touchscreen, with the remote, or from the controls on the front of the unit.

Using the Cable:
- If there is Cable TV in the room, it will be on the source list as "CATV."
- Press it and “Video Select” to begin projecting.
- Controls for the CATV will appear on the touchscreen.

VCR Screen

DVD Screen
Using the Wireless Microphone

- If a wireless microphone is available it will be in the Accessories Drawer on the equipment rack.
- It can be used independent of the lectern system.
- 9 volt batteries are also kept in the drawer for the microphones. New batteries will have plastic caps on the connectors. Please place dead batteries in the drawer so they can be picked up for safe disposal.

Handheld Microphones:
- There is an On/Off switch located on the side of the microphone and a battery meter on the screen.
- To replace the battery, twist off the bottom.

Lapel Microphones:
- Lapel microphones have an On/Off switch on the top and a battery meter on the screen.
- The volume control is the dial on the side labeled "Gain." You will need to use your fingernail, a coin, or a phillips screwdriver to adjust it.
- To replace the battery, slide open the cover on the bottom of the bodypack.
Using the Document Camera

- Select “Doc Cam” on the touchscreen
- The operating controls are on the doc cam
- Turn the unit on with the power switch
- Zoom in and out using the dial
- The unit focuses automatically. If it hasn’t auto-focused properly, press AF to retry.
- Please turn off the doc cam when you are done

Connecting an External Source

- Select “EXT A/V” on the touchscreen
- Press “Video Select” to project source
- There are RCA Audio/Video input jacks on the front of the VCR
- Follow the directions on the touch panel to select the correct input on the VCR
- Note: Users are responsible for providing cables
- Make sure to retrieve your device and cables when you are finished.