

To Operate Equipment in 1K4:

1. Press anywhere on the touch panel to activate it.
2. Press the **"System On"** icon to turn on equipment.

To project the **Computer**:

Make sure the computer is powered on and out of "sleep mode".

Press the **"PC"** icon at the top of the touch screen followed by the **"Left Proj"** icon and finally the **"Enter"** icon.

Press the **"PC"** icon at the top of the touch screen followed by the **"Right Proj"** icon and finally the **"Enter"** icon.

Both screens should be projecting the PC.

To project the **Document Camera**:

Power on the Document Camera using the on/off switch on the Document Camera.

Press the **"Doc Cam"** icon at the top of the touch screen followed by the **"Left Proj"** icon and finally the **"Enter"** icon.

Press the **"Doc Cam"** icon at the top of the touch screen followed by the **"Right Proj"** icon and finally the **"Enter"** icon.

To project the **DVD/VCR**:

Press the **"DVD/VCR"** icon at the top of the touch screen followed by the **"Left Proj"** icon and finally the **"Enter"** icon.

Press the **"DVD/VCR"** icon at the top of the touch screen followed by the **"Right Proj"** icon and finally the **"Enter"** icon.

The DVD/VCR may be controlled using the icons on the touch panel. To access the DVD/VCR controls:

Press the **"DVD/VCR"** icon at the Left of the touch panel. This will display the VCR controls. Press the icons on the touch screen to control VCR.

To project a **Laptop**:

Connect the VGA cable and the audio cable to the laptop – located on the right side of the desk.

Press the **"Laptop"** icon at the top of the touch screen followed by the **"Left Proj"** icon and finally the **"Enter"** icon.

Press the **"Laptop"** icon at the top of the touch screen followed by the **"Right Proj"** icon and finally the **"Enter"** icon.

To project a **Tablet (iPad, Android, etc)**:

Connect the HDMI cable, located on the right side of the desk, behind the doc presenter, to the tablet. (An adapter may be needed and can be requested from the IT Dept.)

Press the **"HDMI"** icon at the top of the touch screen followed by the **"Left Proj"** icon and finally the **"Enter"** icon.

Press the **"HDMI"** icon at the top of the touch screen followed by the **"Right Proj"** icon and finally the **"Enter"** icon.

To control the **Volume**:

Press the **"Speaker"** icon at the Left of the touch panel.

Use the **"Up"** arrow to raise the volume and the **"Down"** arrow to lower the volume.

When finished with the system please press the "System Off" icon on the touch screen.