General Instructions
1. Press the touch screen (attached to the A/V rack at front of room) to turn it on.
2. Press the Video Sources button to select your source:
   - Room PC
   - Document Camera
   - Blu-ray
   - Rack Plate
   - Wireless
   - Brightlink Left Plate
   - Brightlink Right Plate
3. Next you must send the Source to either the Left Projector and/or the Right Projector:
   Click on one of the following for each projector you wish to send the source to - Choose one or both.
   - Left Projector
   - Right Projector
4. Both the BrightLink projectors flash a blue status light as they warm up - turning solid blue.
5. Volume is controlled using the arrow keys or Mute on the right side of the touch screen.
   (N.B. - You will only hear the audio of the last source selected. If you wish to hear another source, reselect it as you did in steps 2 and 3 above.)
6. Press Disp. Mute to temporarily hide the image. DO NOT USE Display Mute To shut down projectors at end of class. You'll burn up projectors. Always Power OFF from initial touch screen.
7. DO NOT WRITE on the projected whiteboard with dry erase markers, Use electronic pens only!

To Display the Built-in Computer
1. Press the Power button at the right rear of the CPU to turn it on (if necessary).
2. Press the Room PC Video Source on the touch screen.
3. Send it to the Left Projector and/or the Right Projector.
4. Retrieve the wireless mouse and keyboard from the rack drawer.
5. Slide power switch to On/green on underside of wireless mouse. To power on keyboard press/hold round switch on right end. Connected will appear on the screen, as each device is turned on.

To Display a Laptop Computer (VGA)
1. Attach the VGA cable in the rack drawer to your laptop and to the VGA jack on the rack. You may also attach the audio cable if desired.
2. Press the Rack Plate Video Source on the touch screen. Then select VGA.
3. Send it to the Left Projector and/or the Right Projector.
4. Turn on the laptop computer.
5. When done, detach and coil up the VGA cable and return it to the rack drawer.

To Play an HDMI Source
1. Attach the HDMI cable in rack drawer to your HDMI source and to the HDMI jack on rack.
2. Press the Rack Plate Video Source on the touch screen. Then select HDMI.
3. Send it to the Left Projector and/or the Right Projector.
4. When done, detach and coil up the HDMI cable and return it to the rack drawer.

To Display a Laptop/HDMI Device from the jack on each wall (Brightlink Left or Right plate)
1. Attach your Laptop or HDMI device to a jack using a cable from the rack drawer or your own.
2. Indicate which jack, on the touch screen, in Video Sources: Brightlink Left Plate or Brightlink Right Plate.
3. On the next screen, choose the type of cable you connected: HDMI OR VGA
4. Send it to the Left Projector and/or the Right Projector.
5. When done, detach and coil up the cable and return it to the rack drawer.

To project a device Wirelessly
See Wendy Baker Davis in ITS for instructions on setting up this feature (in advance of your class).
To play a Blu-ray or DVD disc via the Blu-ray player
1. Press the Blu-ray Video Source on the touch screen.
2. Send it to the Left Projector and/or the Right Projector.
3. Press the Open/Close button on the touch screen to eject the disc tray. Insert the Disc. Press the Open/Close button again to close the tray.
4. Use the touch screen controls to Play, Pause, Stop, and Eject the DVD.
5. Press the Menu Controls button then press Info/Menu to go to the BluRay or DVD menu. Navigate with the arrow buttons and Press the Enter button to make your selection.
6. Press Transport Controls to return to the playback controls.
7. Press Return to return to the Video Sources screen.

To display an image from the Document Camera
2. Send it to the Left Projector and/or the Right Projector.
3. Press the ⬜(Power) button on the Document Camera, twice, till the yellow light turns to green.
4. Aim the lens down at your document.
5. Use the Wide and Telephoto button to zoom in and out.
6. When finished, press the ⬜(Power) button on the Doc Camera, twice, till the green light turns to yellow.

To Use the BrightLink Whiteboard(s)
1. Choose any Video Source and send to either projector to turn on the Brightlink OR Press the On/Off button on the control box below each screen.
2. Once the BrightLink projector illuminates, you can select either to mark up a Video Source or to use the screen as a Whiteboard.
3. Click the electronic pen on the sideways-arrow-icon projected on screen to see the vertical toolbar. **You may also use your finger in place of the electronic pen.**
4. At the top of the vertical toolbar, click the leftmost screen icon to mark up a Video Source, selected at the podium touch screen. Click the rightmost screen icon to use the Whiteboard feature.
5. You can open a file from a USB drive to mark up, OR Save a marked-up file to a USB drive from the BrightLink Screen. Insert the drive into the jack on the control box below each screen.
6. A Marked-up Video Source can also be Captured (camera icon) and Saved from the Whiteboard.
7. Click on the icon with a question mark to get help with the Whiteboard Toolbars.

To Control the Room Lighting from the Touch Screen
1. Press the Environment button on the touch screen. See the Lighting controls.
2. Turn all the lights On or Off, or press the arrow buttons to dim or increase the amount of light.

Final Shutdown
1. Eject any Blu-ray discs, DVDs, or USB drives. Coil up and put away any cables in rack drawer.
2. Turn OFF the wireless mouse (slide switch to black) and keyboard (press/hold round button on right end of keyboard). (Mouse) Connection lost and Keyboard Off will appear on the screen. Return mouse and keyboard to the rack drawer.
3. Place electronic pens back in their plastic boxes on either side of the rack.
4. Take Off Display Mute if you turned it On - so image is visible.
5. Press the Power button on the Video Sources touch screen. “Are you sure you want to exit and shut the system down?” Choose Yes.
6. The Projector light will flash blue and go dark.
7. Do Not shutdown the computer. But ALWAYS log off.

For Assistance, Call: 358-4279 TEC Assistance Hotline OR 358-4467 Wendy Baker Davis