General Instructions

1. Press the touch screen (attached to the A/V rack at front corner of room) to turn it on.
2. Press the **Video Sources** button to select your source:

<table>
<thead>
<tr>
<th>Room PC</th>
<th>Blu-ray</th>
</tr>
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<tbody>
<tr>
<td>Input Plate 1</td>
<td>Input Plate 2</td>
</tr>
<tr>
<td>Input Plate 3</td>
<td>Aux VGA</td>
</tr>
<tr>
<td>Aux Video</td>
<td>Aux HDMI</td>
</tr>
</tbody>
</table>

3. Next you must send the **Source** to either the **Projector** and/or the **BrightLink**:
   Click on one of the following for each projector you wish to send the source to - Choose one or both.

   **Send to Projector**  **Send to BrightLink**

4. Both the **Projector** and **BrightLink** flash a green light as they warm up - turning solid green.
5. If you select **Send to Projector**, the corner screen should descend automatically.
6. Control the **Volume** 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.)
7. Press **Environment** > (Projector) **Display Mute** OR (BrightLink) **Display Mute** to temporarily hide the image.  **DO NOT USE Display Mute To shut down projectors at end of class. You will burn up the projectors.**  Always **Power OFF** from the initial touch screen.
8. **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 **Projector** and/or **BrightLink** screen.
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

1. Attach the VGA cable in the rack drawer to your laptop and to the **VGA** jack on the rack.
2. You may also attach the audio cable if desired.
3. Press the **Aux VGA** Video Source on the touch screen.
4. Send it to the **Projector** and/or **BrightLink** screen.
5. Turn on the laptop computer.
6. 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 **AUX HDMI** jack on rack.
2. Press the **AUX HDMI** Video Source on the touch screen.
3. Send it to the **Projector** and/or **BrightLink** screen.
4. When done, detach and coil up the HDMI cable and return it to the rack drawer.

Aux Video Jack

1. Any device with an RCA **Video** and Audio **L & R Out** can be plugged into the **Aux Video** jacks on the rack, and played out via the system.
2. Press the **Aux Video** Video Source on the touch screen.
3. Send it to the **Projector** and/or **BrightLink** screen.
4. Operate using the controls on the device.
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 Projector and/or the BrightLink Screen.
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 Disc 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 Control to return to the playback controls.
7. Press Return to return to the Video Sources screen.

To Display a Laptop/HDMI Device from the jack on each wall (Input 1, 2, or 3)
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: Input Plate 1, 2 OR 3.
3. On the next screen, choose the type of cable you connected: HDMI OR VGA.
4. Send it to the Projector and/or BrightLink screen.
5. When done, detach and coil up the cable and return it to the rack drawer.

To Use the BrightLink Whiteboard
1. Choose any Video Source and Send to BrightLink to turn on the BrightLink projector OR Press the Environment button on the touch screen and press the BrightLink ON button.
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. Turn on the electronic pen (slide till green shows on barrel). If you don’t see the on-screen vertical toolbar, tap (click) the electronic pen on the sideways arrow icon projected on the screen.
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. A USB drive must be inserted into the USB jack on the rack labeled “Epson”.
6. Click on the icon with a question mark to get help with the Whiteboard Toolbars.

For a more in-depth demonstration of the BrightLink System, please contact an Instructional Technologist: Chris Silansky 358-5903 or Nydia Manos 358-4788

To Control the Room Lighting from the Touch Screen
1. Press the Environment button on the touch screen.
2. Turn all the lights On or Off, or choose one of four presets.

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. Turn OFF electronic pens (slide barrel to white) and place them back in their plastic box on 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 and go to solid red. BrightLink will go to solid yellow.
7. If using the corner projector, the screen will retract automatically.

For Assistance, Call:
291-4279 TEC Assistance Hotline OR 358-4467 Wendy Baker Davis