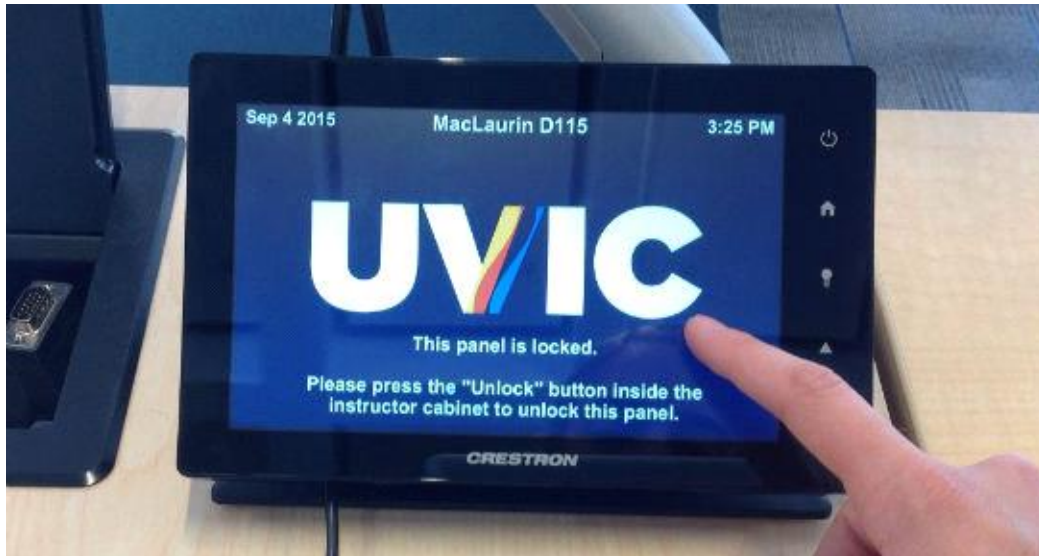


MacLaurin D115:

A Helpful Guide

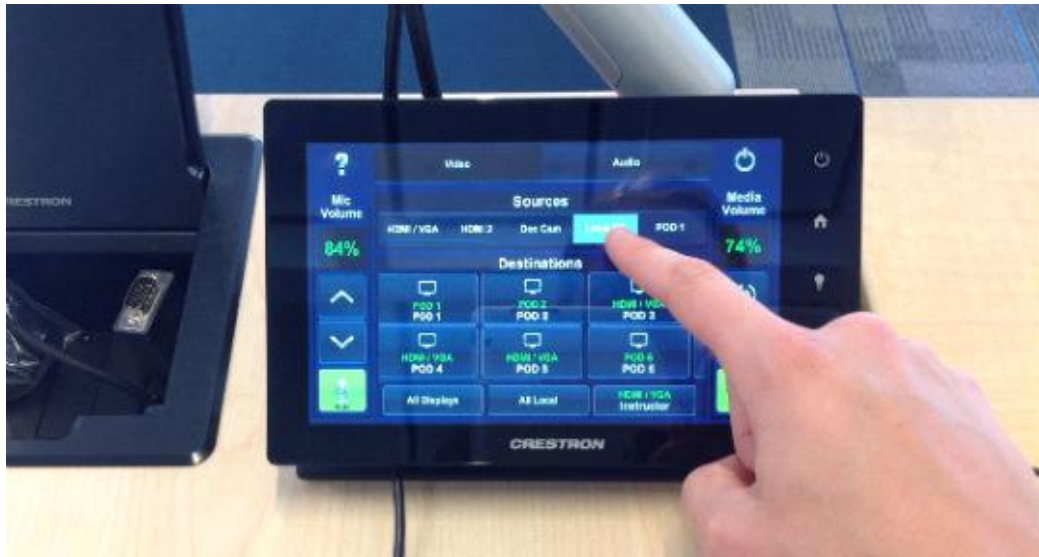
Touchscreen



1. Touch touchscreen



2. Hit unlock button on left side of the instructor cabinet.



3. Choose source from sources list. Note that list can be scrolled left or right by dragging finger.

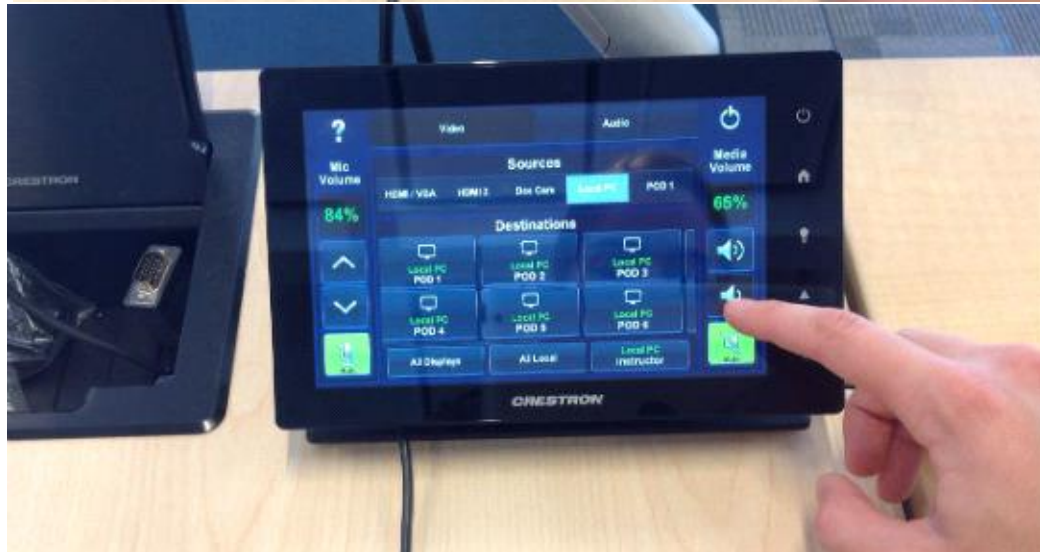
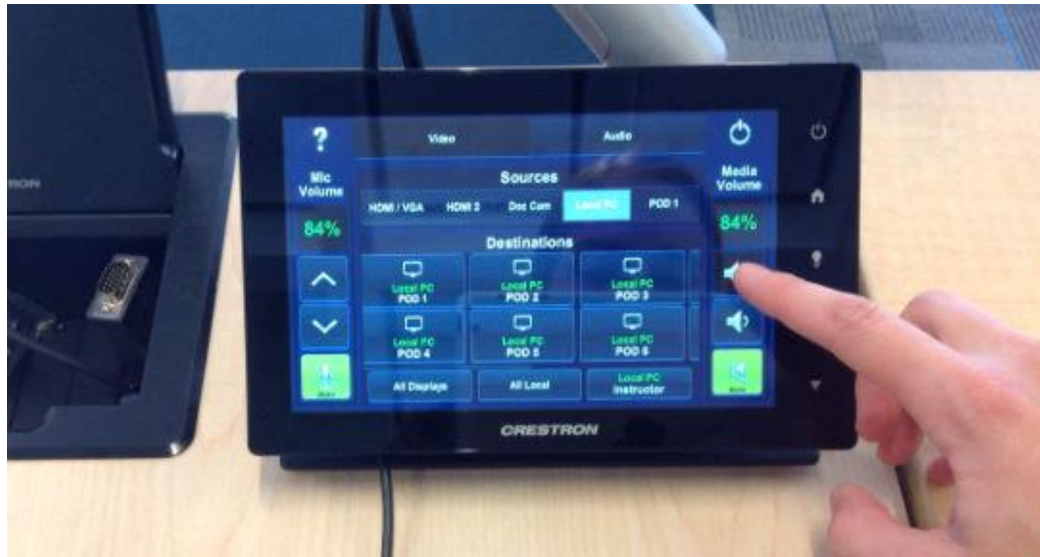
Tip: To play auxiliary audio, connect the audio cable and select HDMI/VGA as your source, and select “All Displays” as your destination.



4. Choose destination. Note that destination can be scrolled left or right by dragging finger. Instructor Only will display on the monitor on the instructor station.



4a. All Displays will display on every screen.



5. Change audio with Media Volume on right side of touchscreen.

Wireless Microphone



1. To use mic, pinch sides and open front panel.



2. Press and hold On/Off button until screen lights up.



3. Clip mic to shirt lapel, clip base to belt or keep in pocket.



4. Mic volume controlled by Wireless Mic Volume on left side of touchscreen.



5. To mute or unmute, use switch on top of base.

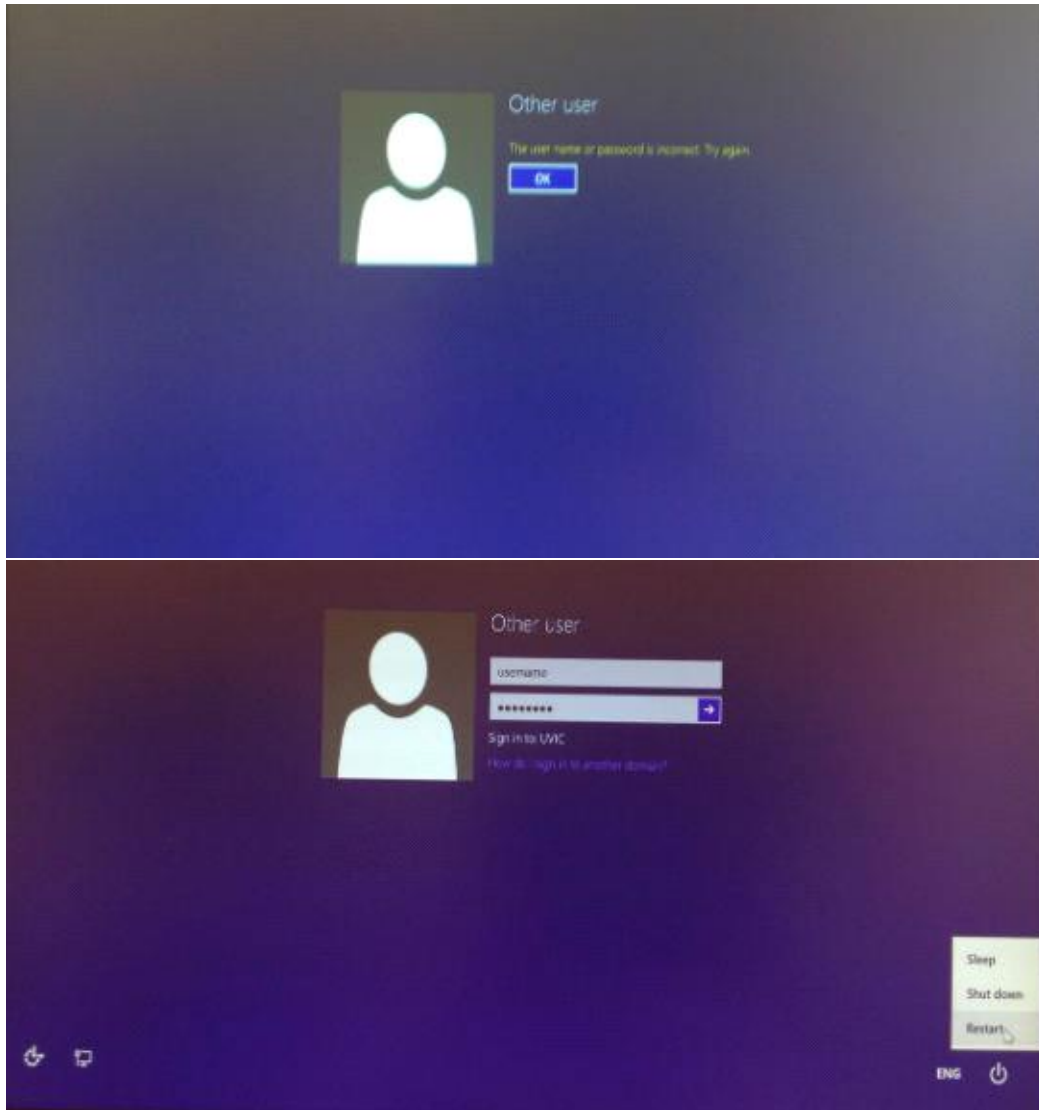


6. Remember to turn off the microphone by pressing and holding the On/Off button. Batteries die when microphones are left on.

Local PC



1. Log into the local PC using UVic account. The Local PC behaves just like a computer at a computer lab on campus, and will log into your UVic desktop.

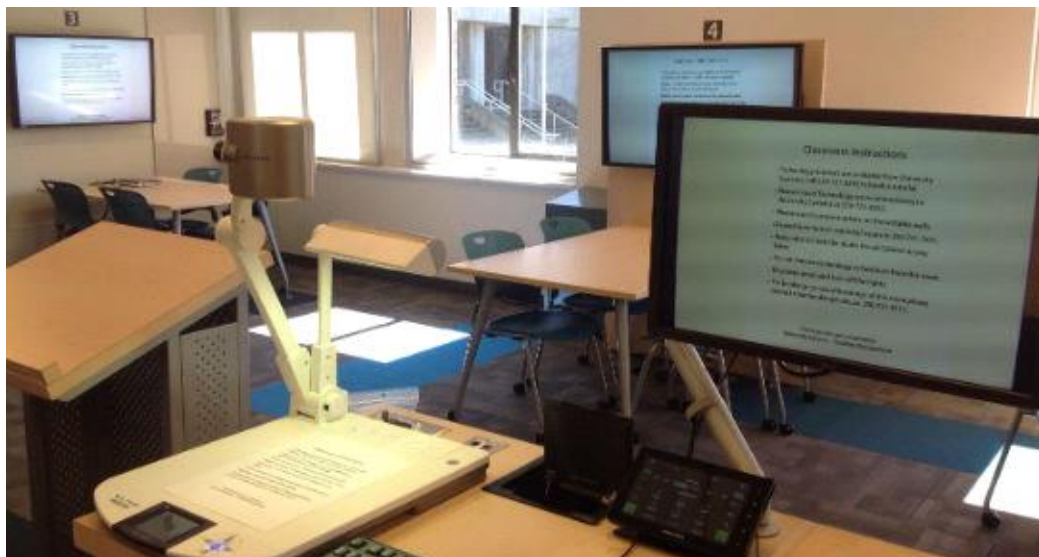


2. Tip: If you encounter an error, restart the computer and try logging in again. Remember to log out after your class.

Doc Cam



1. Selecting the Doc Cam source will automatically power on the Doc Cam. Wait a moment while it warms up.



2. The Doc Cam will display any paper or artifacts placed beneath the camera. Use the controls to zoom in and out, or to turn the light on or off. The Doc Cam will automatically turn off when not in use.

Personal laptop



1. To connect your personal laptop to the classroom technology system, first identify whether your laptop has an HDMI or VGA display port.



2. If your laptop does have an HDMI or VGA display port, connect the correct cable from the cable panel on the instructor station.

Tip: If your laptop does not have an HDMI or VGA display port, you may need to use an adapter. Adapters can be purchased at the UVic computer store.



3. Once your laptop is connected, select either the HDMI/VGA source, or the HDMI 2 source.



4. Select the desired Destination.

Tip: If your laptop does not seem to be displaying correctly, make sure your Display Setting is set to "Mirror Displays." This setting is found in different ways on different computers, but is usually located in the Display section of your Control Panel or System Preferences.



5. To connect your laptop's audio, use the auxiliary audio cable from the cable panel on the instructor station.

Tip: If your audio does not play, be sure your computer's volume is turned up and not muted.