

## Hackman 124 - GIS Lab : Directions for Use

Last Revised 6/26/25

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### General Instructions

1. Locate the A/V box on the front right of the room.
2. Press the **Display ON** button. It will flash until the Whiteboard has warmed up.
3. Select your Source:
  - **PC**
  - **HDMI**
4. Control the volume by adjusting the **Volume** knob.

### To project the Windows PC

1. Turn on the (Dell) Windows PC and monitor to the right of the rack.
2. Log-in using your F&M Net ID and password.
3. Press the **PC** source button.
4. Log-out when finished.









### To Display a Laptop (HDMI)

1. Attach your laptop to the provided HDMI cable.
2. Press the **HDMI** source button.
3. When done, coil up the HDMI cable and place it back on its shelf.

### To Play a DVD or Blu-Ray disc

1. Attach the HDMI cable to the back of the Blu-Ray player.
2. Press the **HDMI** source button.
3. Press the red Power button on LG remote to turn on the Blu-Ray/DVD player if need be.
4. Press the **OPEN/CLOSE** button on the LG remote or Blu-Ray/DVD player to eject the DVD tray.
5. Insert the DVD or Blu-Ray disc.
6. Press the **OPEN/CLOSE** button again to close the tray.
7. Control the Blu-Ray/DVD player with the LG remote.
8. Detach the HDMI cable when done so it is ready for the next user.

### To Use BrightLink Whiteboard

1. Select any Source OR Press the  button on the Epson control box on the right side of the rack.
2. Once the BrightLink projector illuminates, click the electronic pen on the  icon to see the vertical toolbar. **You may also use your finger in place of the electronic pen.**
3. At the top of the vertical toolbar , click the leftmost screen icon to mark up a Source (Source is selected at the podium touch screen). Click the rightmost screen icon to use the Whiteboard feature.
4. You can open a file from a USB drive to view, or mark up,  OR Save a marked-up file to a USB drive from the BrightLink Screen. Insert the USB drive into the jack on the control box. Press the  icon to Save to USB.
5. A Marked-up Source can also be Captured and saved. Press the  icon to Capture. Save from Whiteboard.
6. A Saved marked-up file OR Whiteboard screen can also be sent to an email address. Press the  icon to email a file. Enter your email address.
7. Click on the  icon to get help with the Whiteboard Toolbars.

### Shutdown

1. Press and hold the **Display OFF** button till it begins to flash, first green, then red. You can then release it. You will hear the Whiteboard fan stop and then a beep when it turns OFF.
2. Coil all cables up, neatly off the floor to prevent damage.
3. Place all electronic pens back in their holder on the rack.
4. Thoroughly erase any whiteboard marks for the next user of the projection system.

**For Assistance:** Call the ITS Help Desk: 717-358-6789