ITS TechDocs

Keiper 114 : Directions for Use

Last Revised 8-16-23

General Directions

1. Press the touch screen on the podium to begin. The projector will turn on automatically.
2. Choose a source by pressing the **Sources** button on the screen. Then press the Source you desire.

HDMI	**Room PC**
Mersive	**USB-C**

3. Control the **Volume** at the right side of the screen.
4. Always press the **Power** button to shutdown the projector and system when you have finished. **"Are you sure you want to exit and shut the system down?"** Press **"Yes"**.

N.B. - Do not use **Video Mute** to shut down - you will burn up the projector. Always Unmute before shutdown.

To Display the Room PC

1. Press the **Power** button on the right rear of the computer (if necessary, to turn it on).
2. Press the **Room PC** source on the touch screen.
3. Log in to the computer using your F&M Net ID. When done **Log Out** - DO NOT **Shutdown** the computer.

N.B. - A **USB jack** is located on the front of the rack. Insert your USB memory stick into the jack.

To Display a Laptop

1. Press the source you desire: **HDMI** or **USB-C**.
2. Attach the appropriate cable to your laptop or device.

To Display your Laptop Wirelessly

See the ITS TechDoc - **Using Mersive's "Solstice" Application to Display Laptop Wirelessly** (Touch-Panel Version)

To Use the built-in Vaddio Video-conferencing Camera and Mic

See the ITS TechDoc - "**Using a Built-In Vaddio Video-Conference System"**

Final Shutdown

1. Coil up the **HDMI** and **USB-C** cables individually, so they will not be stepped upon.
2. Remove any **USB memory** sticks.
3. Turn off the goose-neck lamp if on.
4. Always press the **Power** button to shutdown the projector and system when you have finished. **"Are you sure you want to exit and shut the system down?"** Press **"Yes"**.

N.B. - Do Not use the Environment controls to shutdown the system - you may create problems for the next user.

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