

Touch Screen Quick User Guide

Power On / Off

Press **POWER BUTTON ON THE LOWER RIGHT HAND SIDE OF THE UNIT** to power on, as indicated.



Press **POWER BUTTON TWICE** to power off.

Operation

Use **WIRELESS KEYBOARD/MOUSE PAD** to operate the PC. Login with your UPI and password.

Alternately, tap the screen with the provided stylus. **TAP SCREEN** for left click, **TAP AND HOLD SCREEN** for right click. **TAP TWICE** to double-click.

Enlarging the screen display

To enlarge the text and images on the screen, press **CTRL AND +** (plus sign) on the keyboard.

To zoom out, press **CTRL AND -** (minus sign) on the keyboard.

Electronic whiteboard

To use the screen as a whiteboard, run **'EASYMEETING'** software on desktop. See EasyMeeting help sheet overleaf for details.



'NO SIGNAL' error

If you get the 'NO SIGNAL' message on the PC screen, press the **INPUT** button underneath the Power button on the side of the screen. **Keep pressing** the input button until **HDMI 1** is selected.

Press **ENTER** on the keyboard. The normal PC screen should display in about 30 seconds.

Document camera and Sphere2

1. Unfold the document camera and position it as desired.
2. On the PC, run the **Sphere 2** software.
3. Check if the document camera is switched on. If the lights at the base of the camera are on, Press and hold the red Power button until the lights come on.



The Sphere 2 software should show document camera display.



Help

For technical support and help, please call ITS Service Desk ext. 84800 and let them know your location.