IT Services
Instructional Spaces
University of Hawaii West Oahu Campus- Technology Classrooms- over 35 teaching spaces on campus
Standard Equipment in Classrooms
Includes:
Teaching Station/Desk
Controller
Computer with Monitor
Laptop/HDMI Connection
Blu-ray Player
Switcher
Owl
Phone
Clicker/remotes

D/E Building Desk/Rack
some equipment in cabinet behind desk

Standard Teaching Desk
Control Touch Panels

- Located on the Teaching desk or on the Wall
- Have motion sensors
- Will light up when they sense a presence in the room
- You can also touch them to get them to light up
Enter 4-digit pin and press enter button

Touch main page again

System start up will appear
Screen will come down
Projector will come on with PC as source
Enter 4-Digit Pin and Press Enter

System start up will appear
Screen will come down
Projector will come on
Select the source that will be sent to the projector to display
Audio/Volume Control

D/E Building: Turn knob for volume control

A Building: Push button for volume control
Audio/Volume Mute

Press Button for Audio/Volume mute
Button will flash yellow when muted
Blu-Ray/DVD Control

Standard BluRay/DVD push button control
Projector Control

Power On/Off
Projector Mute
Screen Control

All screens are motorized and have control on touch panels
Computers

D/E Building: PC on teaching desk-
- power button on front left corner

A Building: Mac in teaching cabinet-
- power button on back right corner

Turn on when starting system
Zoom/Hybrid Options

- Owls- Every classroom has an Owl installed 🦉
- Hybrid- Classrooms available in each building 📺
- Broadcast- A221 is only broadcast room 🎤
In Zoom: Select Owl as Camera and Microphone to use
Remote- Turn Flat Panel On
Camera- Tracking instructor in Zoom Select Cam Link 4
Wireless mic- Audio for instructor in Zoom select Microphone
Speaker- In Zoom select Speakers/Headphone
Broadcast Room

Technical assistance required for this room
Vibe Boards

- White Board
- Tablet
- Connect in Zoom
- Save and share PDF with students
  - More in depth training is available for vibe boards
Laptop/HDMI Connections
Microphones & Rechargeable Batteries

Microphones NOT for room amplification- only for use in Zoom
Rechargeable Batteries plugged in all rooms with microphones
Document Camera

2 Options:
1. Hook into the HDMI cable and project image
2. Hook into usb on PC and use software to run full camera functions
Kaptivo.com and sign in with Kaptivo ID number - can be shared in zoom
Laser/Clicker

- Turn on
- Use as a laser light
- Use for Power Point slide advance
System Shut Down

Press System Off Button

Verify System Off-Press Button

System Shut Down Verification
System will automatically shut down after 95 minutes of no activity
Press the Help button to get immediate help in the classroom
Contact Information

Email: uhwohelp@hawaii.edu
Phone: 808.689.2411
Web Form: https://westoahu.hawaii.edu/eforms/it/general-help-request/

UHWO IT Services Website:
https://westoahu.hawaii.edu/it/
Questions???