ANNOTATION DISPLAY INSTRUCTIONS

Some classrooms have an annotation display tablet capable of annotating laptop or computer material using a pen-like device. These rooms include the following:

- Mechanical Engineering 102, 108, 212
- Keller 3-125
- Molecular Cellular Biology 3-120
- Willey Hall 125, 175

The annotation display is located on top of the instructor station in each room.

To use the annotation display with your laptop computer, you will need:

- **Driver software.** This software must be installed on your laptop computer. It is available for both the Windows and Mac OS X operating systems. There is no charge for [the software](https://example.com).
- **A Wacom-brand annotation pen.** The display will not respond to anything but this pen. OCM does not supply [these pens](https://example.com).

**For more information on using these components:** Please contact John Knowles at 612-626-8650 or knowl014@umn.edu.

**USING THE ANNOTATION DISPLAY**

1. Locate the laptop connection cables (in the pocket of the instructor station). A cover may need to be flipped up to access the cables. **Please note:** The projection system allows for a laptop computer to be connected either directly to the projector or to the annotation display. To use the annotation display, you will need to connect your laptop to the cable labeled “ANNOTATION DISPLAY.”
2. Connect the VGA cable to the laptop **before** you turn on the laptop. **Be sure to align the cable with the port and push it in straight,** taking care to not bend the pins.
3. Connect the USB cable to an available USB port on your laptop. Press the power button to turn on the annotation display.
4. Press the “Annotation Display” source button on the touch screen control panel. When the button stops blinking, the system is ready for use. [Note: In Keller and ME rooms, use the “Laptop” source button if using the device with a laptop; otherwise, use the “Computer with Annotation” source button if using the installed computer.]
5. Start your laptop. The image will appear on both the annotation display and the projector. If the image doesn’t appear on your laptop after starting up, activate the external display.
6. To return to the main touch screen menu, press “Escape.”

If you experience problems with the annotation display or have any other questions, please call the Classroom Support Hotline at 612-625-1086.