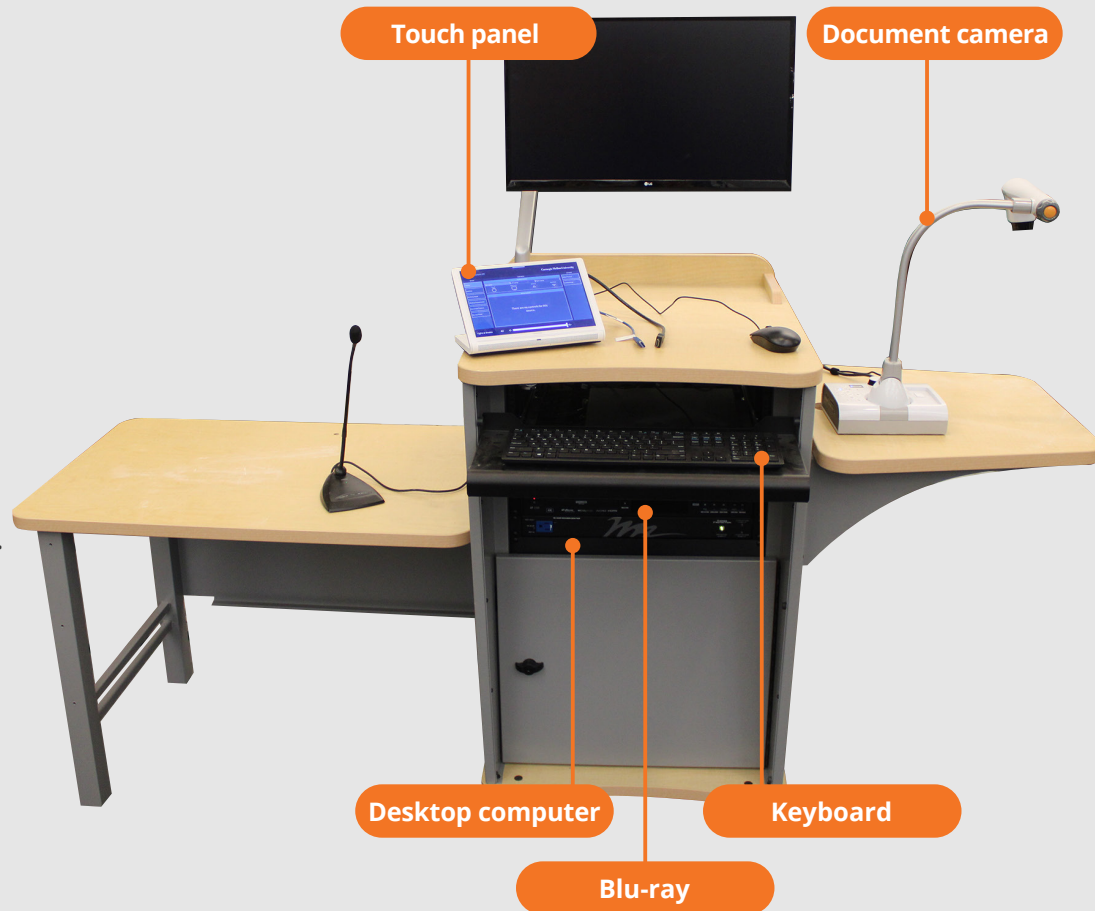# QUICK REFERENCE
Porter Hall 100

CONNECTING

Wireless
1. Tap **Wireless Presentation** on the panel.

2. Follow the steps on the screen to **connect your device**.

3. Tap **End Presentation** to disconnect.

Wired
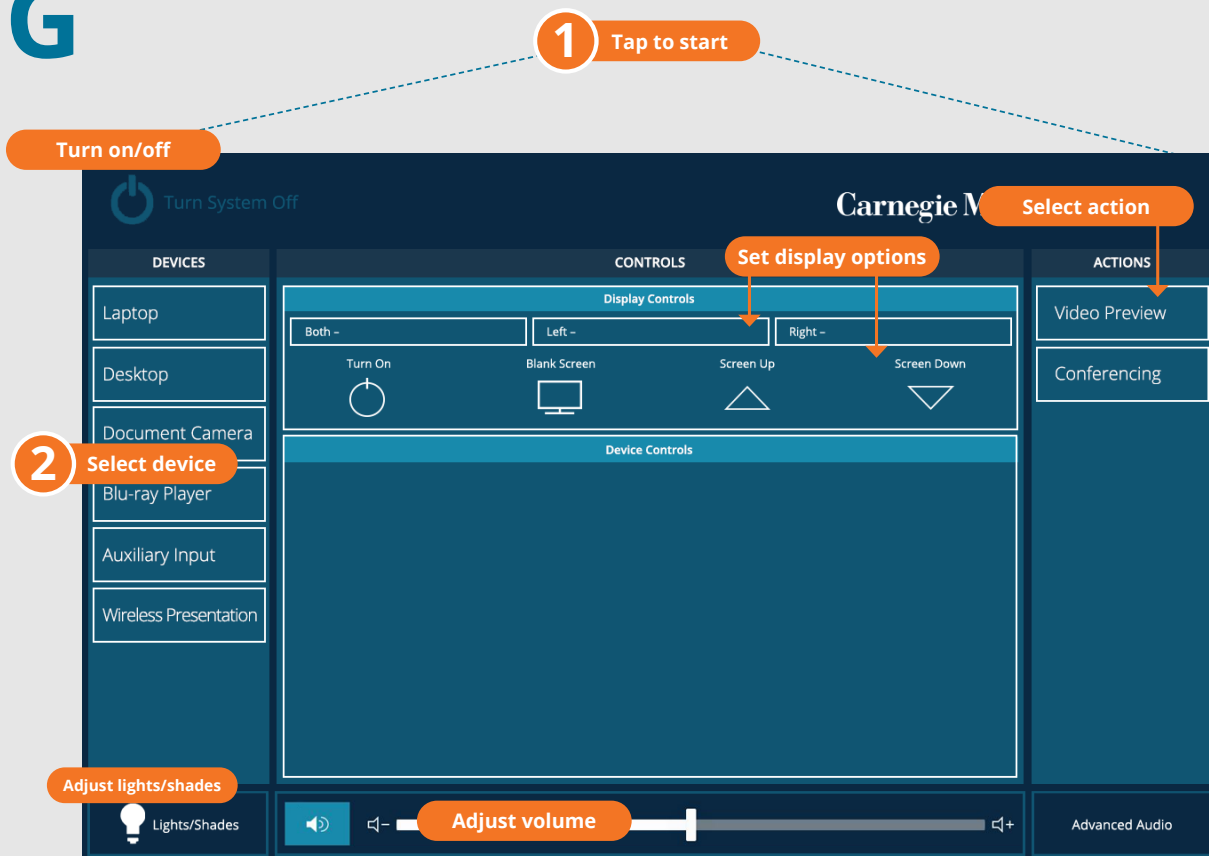Connect the appropriate cable to your device.

USB Cable   HDMI Cable

Touch panel   **Document camera**

Desktop computer   **Keyboard**

Blu-ray

PRESENTING

Touch Panel

🏠 *Tap to refresh the touch panel.*

⏻ *Turn off when complete.*

Note: For additional information visit **cmu.edu/computing/start/teaching/**

① Tap to start

Turn on/off

Select action

Set display options

② Select device

Adjust lights/shades

Adjust volume

Turn System Off

Carnegie M

DEVICES | CONTROLS | ACTIONS

Display Controls

Both –   Left –   Right –

Turn On   Blank Screen   Screen Up   Screen Down

Laptop
Desktop
Document Camera
Blu-ray Player
Auxiliary Input
Wireless Presentation

Device Controls

Video Preview
Conferencing

Lights/Shades   Advanced Audio

DISPLAY ONE DEVICE
1. Tap the touch panel to wake the system.
2. Under **Device**, tap the device that you want to display.

DISPLAY MULTIPLE DEVICES
1. Under **Display Controls**, tap **Left-POWER ON, Right-POWER ON** or **Both-POWER ON** to set the display location for an additional device.
2. Under **Device**, tap the additional device to display.
3. (Optional) Under **Display Controls**, tap **Blank Screen/Unblank Screen** to toggle on/off room screens in the corresponding location.

PREVIEW DEVICE ON TOUCH PANEL
1. Under **Actions**, select **Video Preview**.
2. Tap **Left Display, Right Display** or **Desktop** to designate the device to display on the touch panel.
3. Tap **Home** to return to the touch panel menu.

USE VIDEOCONFERENCING FOR HYBRID OR REMOTE INSTRUCTION
1. Connect the **USB cable**, labeled Conferencing, and the **HDMI cable** to your laptop.
2. Tap **Conferencing** on the touch panel.
3. Open the **Zoom app** then select your **profile icon > Settings.** Set the following:
   • **Video** - USB Capture SDI+
   • **Audio (Speaker)** - Crestron (Crestron)
   • **Audio (Microphone)** - TesiraFORTE
4. Use Zoom to share your screen.

Carnegie Mellon University
Computing Services

NEED HELP?
412-268-8855 or mediatech@cmu.edu