

# QUICK REFERENCE

Baker Hall A51

## CONNECTING

### WIRED

1. Connect the HDMI cable to your laptop.
2. Tap **Laptop** on the panel.



HDMI Cable

### 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.

## PRESENTING

### TOUCH PANEL

#### DISPLAY MULTIPLE DEVICES

1. Under **Display Controls**, tap the location for the additional device.
2. Under **Devices** tap the additional device to display (i.e., Desktop, Document Camera, etc.).
3. (Optional) Under **Display Controls**, tap **Blank Screen/Unblank Screen** to toggle on/off room screens in the corresponding location.

#### PREVIEW DEVICE ON MONITOR

1. Under Actions, select **Video Preview**.
2. Tap **Desktop** to preview on the monitor.
3. Tap Left Display or Right Display to preview additional devices (if applicable).
4. Tap the **arrow** to return to the touch panel menu.

#### USE HYBRID TEACHING TECHNOLOGY

**IMPORTANT:** Use the panel to connect to Zoom, not your laptop.

1. Tap **Conferencing** on the touch panel and then **Zoom App**.
2. Tap **Join** and then enter the **Meeting ID and Passcode** from the meeting invite.
3. Use the Zoom Controls on the touch panel's **Zoom App** screen to control volume, record, chat, invite, etc.
4. Tap **End** to end the meeting.

**NOTE:** Refer to the **ZOOM TEACHING SUPPORT GUIDE** in this room for steps on using the Zoom technology including sharing and camera controls. Find the guide online at: [cmu.edu/computing/start/teaching/resident-hybrid-zoom.html](https://cmu.edu/computing/start/teaching/resident-hybrid-zoom.html)

