QUICK REFERENCE Hall Of Arts 160

CONNECTING

Wired

Connect the appropriate cable to your device.

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

- Tap to refresh the touch panel.
- U Turn off when complete.



DISPLAY ONE DEVICE

USE VIDEOCONFERENCE FOR HYBRID OR

- 1. Tap the touch panel to wake the system.
- 2. Under **Devices**, tap the device that you want to display.

DISPLAY MULTIPLE DEVICES

- 1. Under **Display Controls**, tap **Left-**, **Right-** or **Both-** to set the display location for an additional device.
- 2. Under **Devices**, 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.

REMOTE INSTRUCTION

- 1. Under **Actions**, do one of the following:
 - Zoom Meeting tap Zoom and enter the Meeting ID followed by the Passcode, and then choose Done.
 - **Conference Line** tap **Videoconference**. Use the keyboard to enter the call details, and then tap **Dial**.
- 2. Share one of the following:
 - Camera tap Camera and adjust camera controls.
 - Device tap Presentation then the device to share.
- 3. Tap **Stop Sharing** to end a shared display.
- 4. Do one of the following to end the call:
 - Zoom Meeting tap Leave Meeting.
 - Conference Line tap Dial and then Disconnect All Calls.

NOTE: For additional information on videoconferencing, visit cmu.edu/computing/start/teaching/resident-hybrid.html

Carnegie Mellon University Computing Services

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