QUICK REFERENCE
Posner 147

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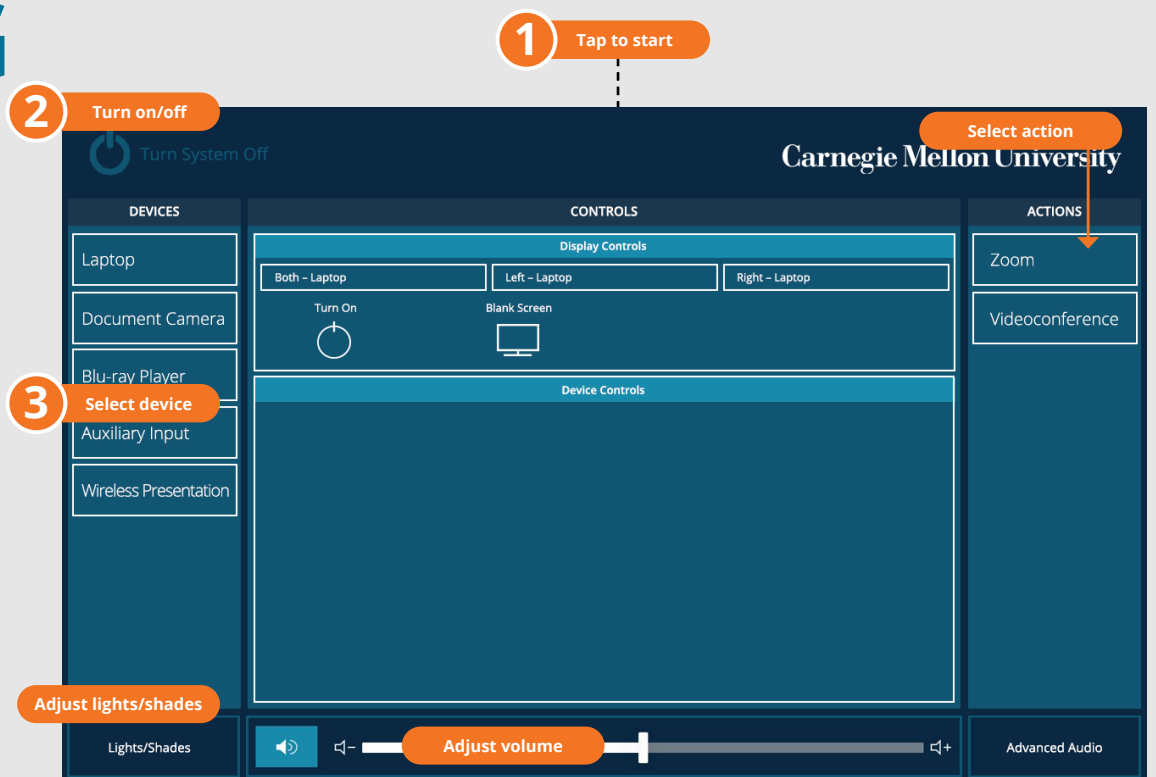
3. Tap **End Presentation** to disconnect.

Document camera

Touch panel

Auxiliary panel

Blu-ray

Device cables

HDMI Cable   VGA Cable   3.5mm Audio Jack

PRESENTING

Touch Panel

⌂ *Tap to refresh the touch panel.*

⏻ *Turn off when complete.*

1 Tap to start

2 Turn on/off

Select action

Turn System Off

Carnegie Mellon University

DEVICES	CONTROLS	ACTIONS
Laptop	Display Controls	Zoom
	Both – Laptop / Left – Laptop / Right – Laptop	
Document Camera	Turn On / Blank Screen	Videoconference
Blu-ray Player	Device Controls	
3 Select device / Auxiliary Input		
Wireless Presentation		

Adjust lights/shades

Lights/Shades   🔊 ⊲− **Adjust volume** ⊲+   Advanced Audio

DISPLAY ONE DEVICE

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.

USE VIDEOCONFERENCE FOR HYBRID OR 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

2022

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