QUICK REFERENCE
Doherty Hall A302

CONNECTING

Document camera

Touch panel

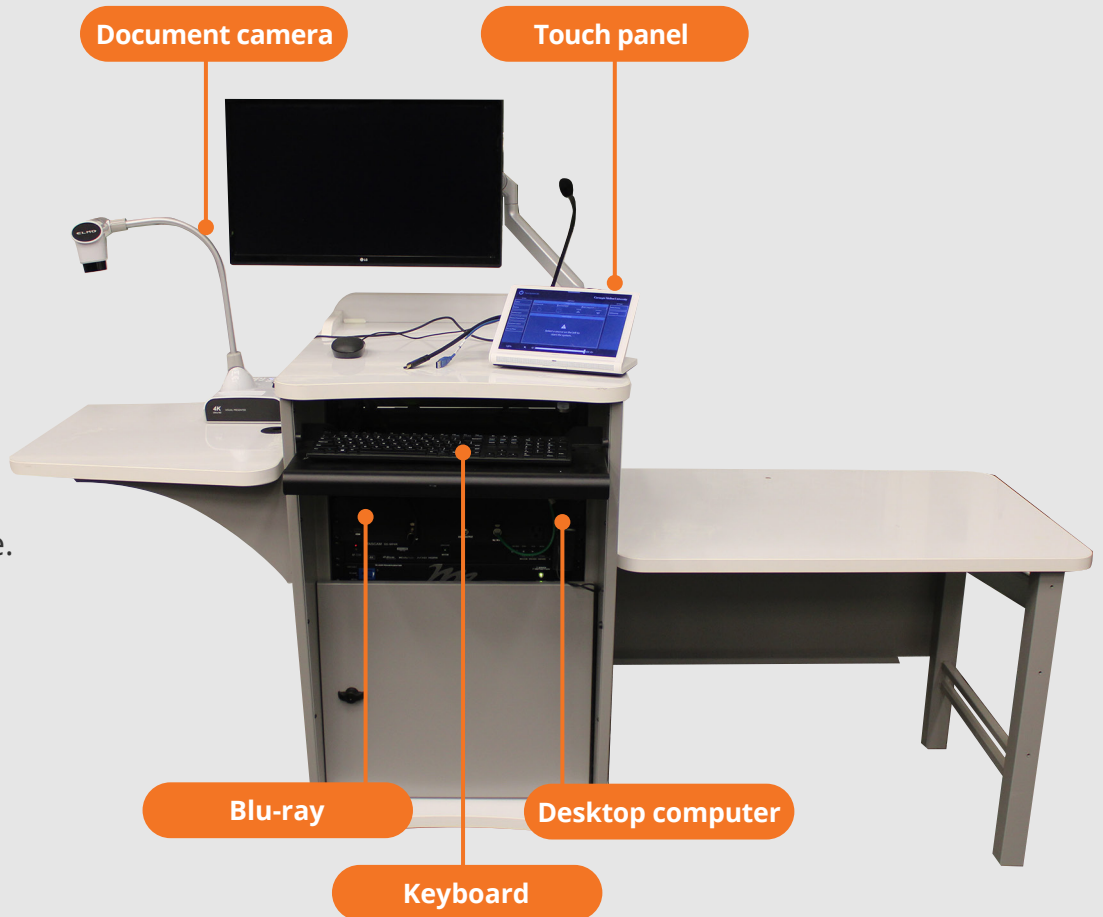## Wireless
1. Tap **Wireless Presentation** on the panel.
2. Follow the steps on the screen to **connect your device**.
3. Tap **End Presentation** to disconnect.

Wired
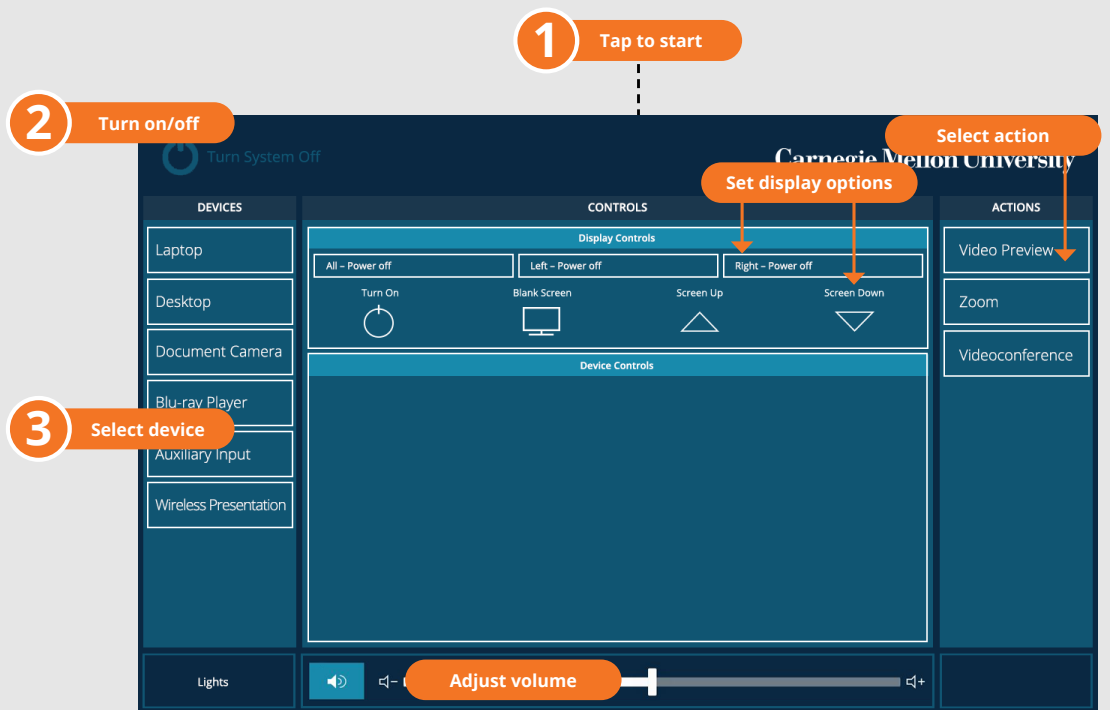Connect the appropriate cable to your device.

USB Cable   HDMI Cable

Blu-ray

Desktop computer

Keyboard

PRESENTING

Touch Panel

⌂ *Tap to refresh the touch panel.*

⏻ *Turn off when complete.*

1 Tap to start

2 Turn on/off

Select action

Set display options

Carnegie Mellon University

DEVICES	CONTROLS	ACTIONS
Laptop	Display Controls	Video Preview
Desktop	All – Power off / Left – Power off / Right – Power off	Zoom
Document Camera	Turn On / Blank Screen / Screen Up / Screen Down	Videoconference
Blu-ray Player	Device Controls	
Auxiliary Input		
Wireless Presentation		

Turn System Off

3 Select device

Lights   🔊 ◁– **Adjust volume** ◁+

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-**, **Right-** or **Both-** 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 VIDEOCONFERENCE FOR HYBRID OR REMOTE INSTRUCTIONS
1. Under **Actions**, do one of the following:

   A. **Zoom Meeting** - tap **Zoom** and enter the **Meeting ID** followed by the **Passcode**, and then choose **Done**.

   B. **Conference Line** - tap **Videoconference**. Use the keyboard to enter the call details, and then tap **Dial**.

   NOTE: For additional information on video conferencing, visit cmu.edu/computing/start/teaching/how-to/resident-instructions.html

2. Share one of the following:

   Camera - tap **Camera** and adjust camera controls.

   Device - tap **Presentation** and then tap **Laptop**, **Doc Cam**, or **Desktop**.

3. Tap **Stop Sharing** to end a shared display.
4. Tap **Dial** and then tap **Disconnect All Calls** to end the conference call.

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