Quick Reference

Device Sharing

Use the lab’s PC desktop or share your own PC or Mac device.

Lab Desktop

1. Press Ctrl + Alt + Delete and log in to the desktop.
2. Tap the touch panel to wake the system.
3. Tap Desktop to display on the room monitors.
4. (Optional) If playing audio, use the volume slider to adjust the sound.
5. (Optional) To disable the room display(s):
   - Toggle Blank Display(s) to turn off the display(s).
   - When finished with the display(s), tap Power Off Display(s).
6. (Optional) To adjust the screen, toggle Raise/Lower Screen.
7. When done, press Ctrl + Alt + Delete on the desktop and click Sign Out.
8. Tap Turn System Off on the touch panel.

Your Device

1. Connect your device with the appropriate cable(s):
   - HDMI Cable
   - VGA Cable
   - 3.5mm Audio
   - Or

   Note: Cables are attached to the center of the lectern.

2. Tap the touch panel to wake the system.
3. Tap Laptop.
4. (Optional) If playing audio, use the volume slider to adjust the sound.
5. (Optional) To disable the room display(s):
   - Toggle Blank Display(s) to turn off the display(s).
   - When finished with the display(s), tap Power Off Display(s).
6. When done, tap Turn System Off.

The Document Camera

1. Press the document camera power button to toggle on the power.
2. Tap the touch panel to wake the system.
3. Tap Document Camera.
4. Use the camera knob and controls to adjust the image.
5. When done, tap Turn System Off.

Note: The power button is blue when turned on.

Combining Rooms

Each lectern controls the display in the current room, but the two rooms can be combined to display from a single lectern.

1. Tap Combine Rooms.
2. Tap Enable room combine mode with control from this lectern and tap Close.
3. To disable, tap Disable room combine mode with control from this lectern and tap Close.
4. (Optional) To regain control from the other lectern, tap Regain control of system and tap Close.