Touch Panel Instructions

Straub 156

Turn the display on

- In the upper right corner of the touch panel, tap “Power On”.
- Tap “Use Projectors”.
- Please note: the projectors have ~7 minute turnaround time from cool-down to power up. If the projectors have recently been turned off, you will see a status bar with the cool-down time remaining.

Select a layout

- Along the top of the screen, select the layout of displays that you would like to use:
  - **Layout A**: three displays (equal-sized)
  - **Layout B**: two displays (equal-sized)
  - **Layout C**: one display, (centered)
  - **Layout D**: four displays (large middle displays, smaller displays on each side)
Connect your device
- For laptop/tablet devices, connect adapter if needed to either the VGA or HDMI cable.

Select & display your projection source
- In the “Presentation” page, there are six source options to choose from:
  - **SOURCES FROM LECTERN 1:**
    - Laptop (includes VGA, HDMI, and audio cable inputs from the podium. If you have devices connected to both VGA and HDMI, the system will place preference on the HDMI source.)
    - Document camera
    - Blu-ray
  - **SOURCES FROM LECTERN 2:**
    - Laptop (includes VGA, HDMI, and audio cable inputs from the podium. If you have devices connected to both VGA and HDMI, the system will place preference on the HDMI source.)
    - Document camera
    - Blu-ray
- Tap the icon of the source you want to project.
• Tap “Send Here” on the display that you want to send the selected source to project on.
• Repeat for any additional sources desired.
• Tap the “X” above the projected source to remove it from display.
• Tap the “Mute All Images” button to blank the projection screen.

Audio
• Plug the audio cable into the headphone input of your device. If you are connected via the HDMI cable, you do not need to connect any extra cables.
• Tap the “Audio” button to get sound from that source.
  o For example, in the picture below, the audio in the document camera box is checked off. Tap “Audio” in the left or right box to get audio from either the laptop or Blu-ray player.
• Control the volume level with the up, down, and mute buttons on the right side of the screen.
Microphones

- Find the microphone in its charging station. Tap the “Microphones” button near the bottom of the touch panel to turn on the microphone and adjust audio levels.
- Identify the microphone that you would like to use (wireless 1, wireless 2, hand-held mic) and tap the up and down arrows to adjust the volume level, or press the mute button to cut the sound from your microphone.
- Microphone volume can also be controlled from the right side of the main “Presentation” page.
- When finished, return the microphone back to its charging station and press down until it clicks into place.

Lights & Shades

- The room lights presets as well as control of the window shades can be found in the “Lights / Shades” page.

Please be sure to turn off the system when you are finished.

- Press “Shutdown” in the upper right-hand corner of the touch panel and press the “Yes, shut down the system and display now” button.