

Using the Classroom Equipment

Harold Simmons 107

1. Tap the touch panel on the podium
2. Tap the **Work Station** button to begin
3. Select the desired source
 - a. Lectern PC
 - b. Laptop VGA
 - c. Laptop HDMI
 - d. Apple TV



4. If you selected laptop
 - a. Select the appropriate connection type (**VGA or HDMI**)
 - b. Duplicate the display
 - i. **Windows** computer:
 1. Press the **Windows** key and the **P** key simultaneously.
 2. Using your arrow keys, highlight **duplicate** and press enter.
 - ii. **Apple** computer:
 1. Click the **Apple** icon and select **System Preferences**
 2. Select **Displays**
 3. Select **Mirror** from the Arrangement menu.
5. Volume
 - a. Tap the Volume up down buttons on the right side of the touch panel
 - b. Adjust the computer volume or the microphone volume as needed
6. Blank Screen
 - a. Tap the **Display Control** button
 - b. Tap the **OFF** button to blank the screen
 - c. Tap the **ON** button to resume displaying content
7. Tap the **Exit** button to shut down the equipment

For emergency support:
call 214-768-8888

