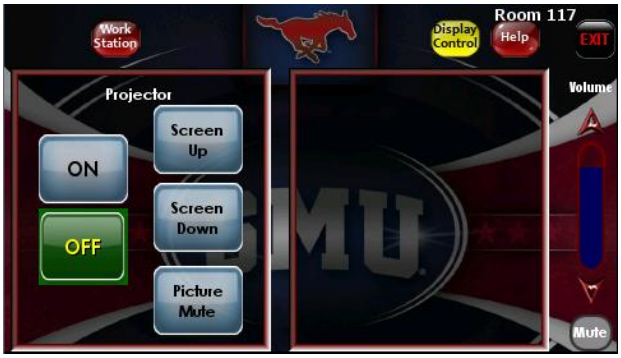
Using the Equipment in Your Classroom

Harold Simmons 117

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 **Picture Mute** button to blank the screen
    c. Tap the **Picture Mute** button again to resume displaying content
7. Tap the **Exit** button to shut down the equipment



For emergency support:
call 214-768-8888