

Using the Equipment in Your Classroom

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1. Tap the touch panel on the podium
2. To combine both rooms, tab the **Room Config** button
 - a. Tap the **Combine** to link both rooms
 - b. Tap the **Divide** to separate the rooms
3. Tap the **Lectern** button to begin
4. Select the desired source
 - a. Lectern PC
 - b. Laptop VGA
 - c. Laptop HDMI
 - d. Apple TV
5. 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.
6. 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
7. Blank Screen
 - a. Tap the **Display Control** button
 - b. Tab the **Picture Mute** button to blank the screen
 - c. Tap the **Picture Mute** button a second time to resume displaying content
8. Tap the **Exit** button to shut down the equipment



For emergency support:
call 214-768-8888

