How To... Touch Panel – Room Controls

Press Touch Panel to wake up panel and use room controls.

Select Sources: (Podium Computer or Podium Laptop)

*Volume* controls: *Speech* volume controls microphone volume, while *Program* volume controls sound from Sources. Portable Microphones are located in Teaching Table cabinet.

*Tele Conference*: To call out you must dial 9 before entering a phone number. (A *long distance code is needed for long-distance calls and calls outside the area code*). When accepting an incoming call press Yes to answer call. Please make sure the program, speech, and telephone volumes are tuned to appropriate levels.


![Diagram of Touch Panel and Manual Controls]

*Projector*: Use this page for raising, lowering, and/or video muting the projection screen.

*Power Down* or restoring defaults: Select Power Off, then select Yes to confirm. Please note the power down cycle will require 2 minutes.

*Smart Podium and Smart Notebook*: Remove stylus from annotation tablet to activate writing features. Annotations will work on any application. Use Smart Notebook application for additional inks, text, and highlighting features.

*Annotation tablet or stylus not responding*: Please turn off the display (bottom left corner), wait 15 seconds and then turn back on. If still not responding please restart the computer located in the Teaching Table cabinet.

*DVD/Blu-Ray Player*: please use CyberLink Power DVD application on the Podium Computer located inside Teaching Table cabinet. The Blu-Ray drive is backwards compatible and will play Blu-Rays, DVDs, and CDs.