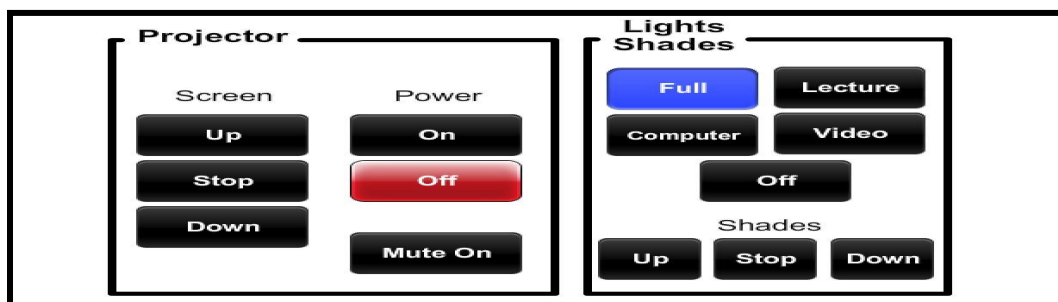# How To… Touch Panel – Room Controls

Press the *Touch Panel* to wake up panel.

Select **Sources***:* (*Podium Computer* or *Podium Laptop*)

Volume: *Speech* volume controls microphone levels, while *Program* volume controls sound from all *Program* **Sources**. Portable microphones are located in the teaching table cabinet.

Teleconference: Unmute Telephone and Privacy buttons to initiate a call. Press yes to answer any incoming calls. Please make sure the *program, speech***,** and *telephone volumes* are tuned to appropriate levels.

Utilities: Use this page to manually control *Lights, Shades, Projectors,* and *Projection Screens.*

DVD Player: Please use *CyberLink Power DVD* application on the *Podium Computer* located inside teaching table cabinet. Blu-Ray drives are available upon request.

Annotation (monitors): Select *Start Inking* on the far right of the monitor.
Select the pen icon when annotating in PowerPoint's Slideshow mode.
Use Screen Sketch in the Windows Ink Workspace to annotate onto web pages, PDFs, and other applications.

Power: Select *Power*, and then select yes to confirm shut down. Please note the power down cycle will require a 2-minute cool down period.