Touchscreen Controls

The touchscreen controls are found on the wall to the right upon entering the room (next to the thermostat)
Touchscreen Controls

Touch screen to begin
Turn on the Flat Panel

Touch “Power On/Off”

The flat panel will now power on
Display a Laptop

Touch the input you will connect your laptop to
Display a Laptop

VGA and HDMI inputs are recessed in the table
Flip open the panel to access the inputs
Display a Laptop

Connect your laptop via VGA or HDMI cable to one of the inputs

For VGA, connect the audio cable to the laptop’s headphone jack

OR
Display Cable TV

Touch “Cable TV”  The Cable TV Controls screen will now appear
Display Cable TV

Touch the channel numbers then touch “Enter”  OR  Touch “CH +” or “CH −”

Cable TV should now display on the flat panel
Adjusting Room Audio

Ensure that you have already completed the following steps:

- You have touched the correct input on the touchpanel
- Laptop volume is turned up and not muted
- The volume for the video (YouTube, Windows Media Player, QuickTime etc.) is turned up and not muted
- Cable connections are secure at the input plate and the laptop
- If using the VGA connection: the audio cable is connected at the input plate and the laptop’s headphone jack

The master room volume can be controlled by touching ▲ or ▼

The master room volume can be muted by pressing 🎧

To unmute, simply press 🎧 again
Helpful Tips - Laptop

If your laptop is not being displayed to the flat panel, double-check the following:

1. Make sure the laptop is connected via VGA or HDMI cable to an input in the room and that the connections on each end are secure
2. Make sure the flat panel has been turned on, and that you have touched the input that the laptop is connected to
Helpful Tips - Laptop

If your notebook computer is still not being displayed and you have a Windows computer, it may be necessary to perform an additional step:

1. Press the Windows key and the “P” key at the same time
2. Select “Duplicate”
Presentation Technology Tips

• Schedule room with 30 minutes before meeting start to allow ample time to set up presentations and test audio

• If using a Mac, have the correct adapter and test connecting it in advance (or schedule a technology review appointment!) UDiT does not provide these adapters

• Have a backup plan! Save presentations in multiple places (flash drive, Google Drive, Novell drive, E-mail)
Before You Leave...

☑ Turn off the flat panel
☑ Return any VGA or HDMI cables
☑ Turn off room lighting
Contact Us For Assistance

Technology Orientation Appointments
• Request an appointment online
• Make request at least 48 hours in advance
• Appointments last 15-30 minutes

go.udayton.edu/classroomorientation

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