

Starting Up the System

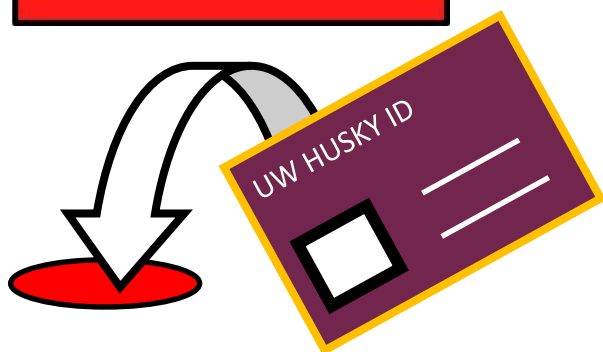
IS TOUCH PANEL OFF?:

Tap touch panel with flat of finger to wake up.



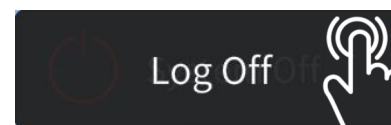
DO YOU NEED TO LOG IN?

Tap UW Husky Card ID onto Red Dot on Podium to LOGIN.



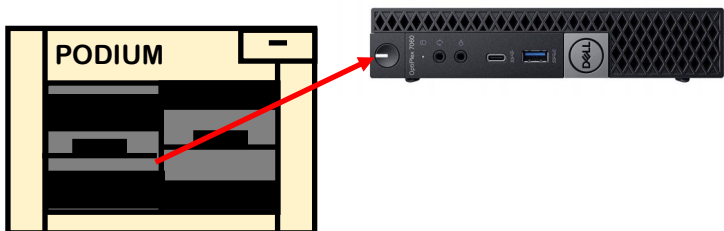
ALL DONE?

Don't forget to Log Off the system by pressing:



Setting up Desktop PC

WHERE IS IT LOCATED?:



- Inside the podium.
- Look for the Dell Logo.

IS IT ON?:

- Circular Power button on left side.
- Clear strip illuminated if ON.
- If OFF press circular button to turn ON.

ON



OFF



SEND TO SCREEN?: On Touch Panel

- Press [Desktop] on Left
- Press [Send to Projector] in Center





Icons will turn blue when selected.

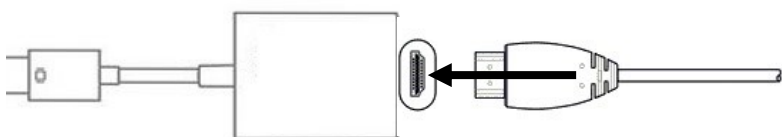
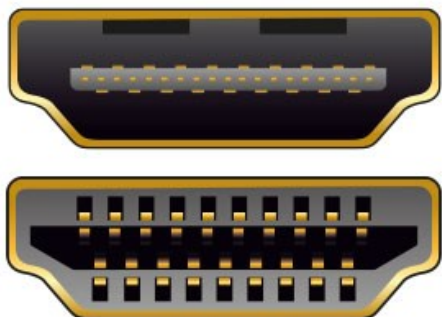
Example:



Setting up Laptop HDMI

WHERE TO START?:

- Look for a type connection on laptop.
- Locate the HDMI  cable in room.
- Connect cable to port on laptop.
- Audio goes through HDMI  from laptop.



HAVE A HDMI ADAPTER?:

- Connect adapter to HDMI cable first.
- Next connect both to laptop.

SEND TO SCREEN?: On Touch Panel

- Press [Laptop HDMI] on Left
- Press [Send to Projector] in Center



Icons will turn blue when selected.

Example:




Setting up Laptop VGA

WHERE TO START?:

- Look for a type connection on laptop.
- Locate the VGA  cable in room.
- Connect cable to port on laptop.
- Audio: Connect audio jack to port on Laptop.

HAVE A VGA ADAPTER?:

- Connect adapter to VGA  cable first.
- Next connect both to laptop.

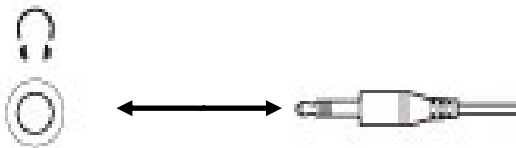
SEND TO SCREEN?: On Touch Panel

- Press [Laptop VGA] on Left
- Press [Send to Projector] in Center

 Icons will turn blue when selected.

Example:

 Laptop - VGA



Setting up Blu-Ray

WHERE TO START?

SEND TO SCREEN?: On Touch Panel

- Press [Blu-Ray] on Left
- Press [Send to Projector] in Center

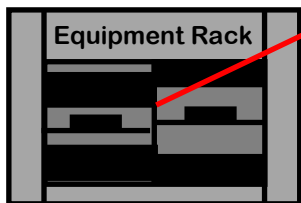
 Icons will turn blue when selected.

Example:



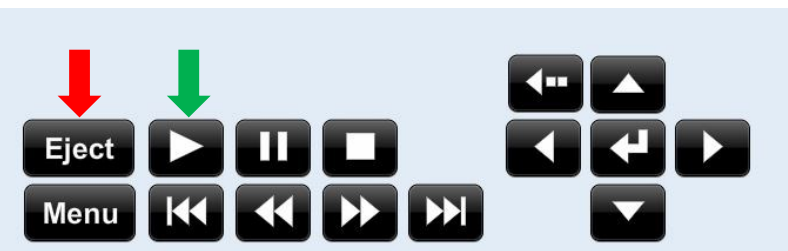
WHAT IS NEXT?:

- Locate Blu-ray Player inside cabinet/podium.
- On touch panel press **Eject** to open disc tray.
- Place disc on disc tray.
- On touch panel press **Play** icon to close disc tray.
- Use touch panel icons to navigate disc menus and options.



BLU-RAY PLAYER

Blu-Ray Controls on Touch Panel



Setting up Doc. Camera

WHERE TO START?

SEND TO SCREEN?: On Touch Panel

- Press [Doc Cam] on Left
- Press [Send to Projector] in Center

 Icons will turn blue when selected.

Example:

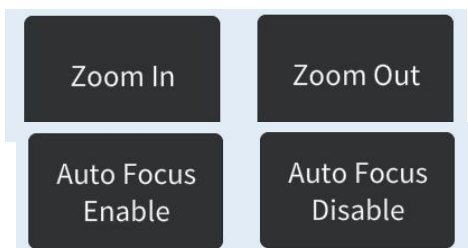
 Doc Cam

CEILING DOCUMENT CAMERA

- Zoom and Focus controls on Touch Panel

PORTABLE DOCUMENT CAMERA

- Is it ON? **Green** (On/Ready) | **Red** (Standby)
- If OFF press Silver Power button on right side.
- Takes 45 to 60 seconds to start up.
- Zoom, Lamp, and Focus controls on camera.
- Camera on adjustable arm.



Controlling Room Audio

WHERE TO START?

 Room Audio may contain any of the three following options at the right side of the touch panel.

Program Volume: For Desktop Computer, Laptop VGA, Laptop HDMI, and Blu-Ray.

Wireless Mic: For Wireless Microphone Lavalier or Handheld in room.

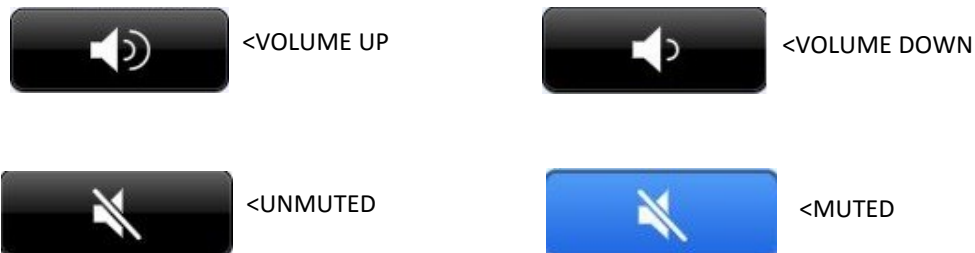
- Wireless microphones also have their own power switch on device.



Podium Mic: For the Podium-top Installed Microphone.

ADJUSTING VOLUME?:

- Tap on the speaker icons to adjust volume levels and mute/unmute audio.



Classroom Amenities

WHERE TO START?

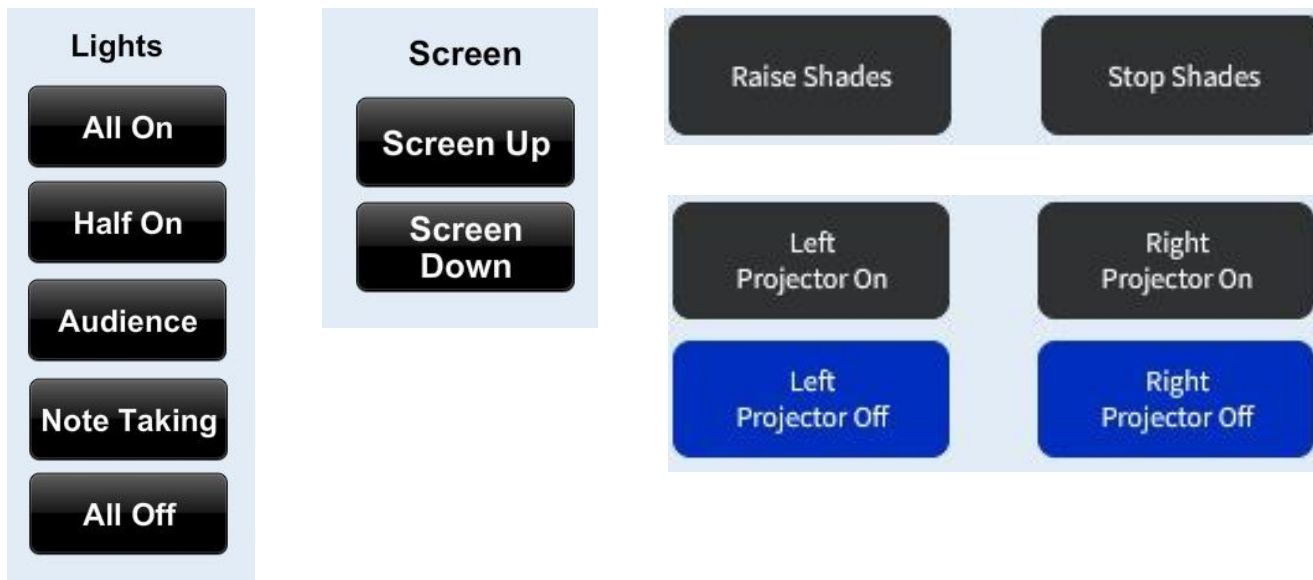
Room Controls on Touch Panel

If available there will be a icon on touch panel.



Selecting it will bring up a page with amenities that can be digitally controlled.

Examples:



No Room Controls on Touch Panel?

Room Amenities (eg. Lights, Screen Controls) are located on the wall.

Automated Panopto Recordings

HAVE YOU SCHEDULED FOR AUTOMATED RECORDINGS?

- If not go to <https://itconnect.uw.edu/learn/tools/panopto/schedule-recordings/>

TIPS. WHERE TO START?

- Scheduled Automated Panopto Recording starts 5 minutes before scheduled course start time. Ends 5 minutes after scheduled course end time.
- Wireless Microphone or Podium Microphone **MUST** be used in order for Panopto to record spoken audio of lecture.
- Apple devices (Macbooks, iPads, etc) must be connected via VGA to be recorded.
- Content displayed by installed Apple TVs will not be captured by Panopto.
- Computers outputting high-bandwidth digital content protection (HDCP content) will not be recorded.
- Selecting [Projector Hide] or [Projector No Show] **DOES NOT** block recording of source.



Contact Academic Technologies

Equipment Problem in classroom?

- Call us at 206.221.5000 extension 9 ; for immediate assistance.

Questions? Equipment Tutorial? Troubleshooting Session?

- Email us at help@uw.edu
- Call us at 206.221.5000 extension 2

Want to learn more about this classroom and AT?

- Visit our classroom page at <https://www.washington.edu/classroom/>
- Visit our home page at <https://www.cte.uw.edu/academictechnologies/>

Want this classroom for your course or to change rooms?

- Contact Room Assignments at times@uw.edu

