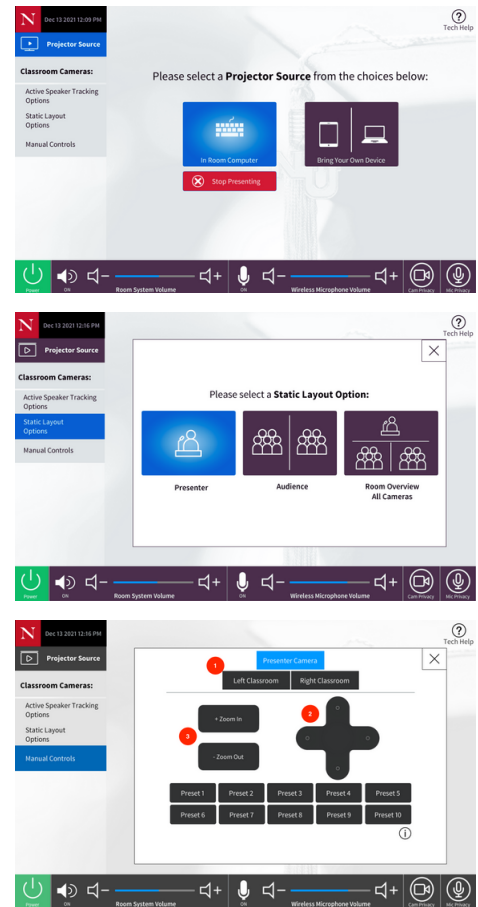


CLASSROOM TOUCH PANEL QUICKSTART GUIDE



1. Touch Projector Source, and then In Room Computer to turn the room cameras and microphones on.
2. Touch Static Layout Options to choose the desired layout for the remote audience to view.
 - Choose Presenter so that students joining remotely will see the instructor-facing camera view.
 - To show only the student portions of the room, choose Audience.
 - To show participants both the student-facing and instructor-facing camera views at same time, choose Room Overview All Cameras.



Optional

For precision control over the camera view shown to participants, touch Manual Control

1. Touch the camera with the desired view for remote participants to view, or start with a preset camera configuration.
2. Move the camera up or down and left or right by using the directional control.
3. Touch Zoom In or Zoom Out to make adjustments to the view.

3. Log into the classroom computer and launch Panopto or join the Microsoft Teams or Zoom session. When the camera and mics in Panopto, Teams, or Zoom are enabled, the chosen camera settings will determine the camera view shown to remote participants.

Optional

To share the device screen after connecting the classroom PC to room audio:

1. Join the Zoom session on the device you want to use (E.g. Laptop, iPad).
2. Choose to not connect audio.
3. Share your screen using Zoom. It will be pushed to the classroom system and remote participants.

NEED SUPPORT?

To request support be dispatched to your location, click the **Tech Help** button in the top right-hand corner of the touch panel. The button solicits classroom technology support for registrar-booked courses, and once Confirm is tapped, a technician will be dispatched to the classroom.

Support can also be dispatched by emailing classroomITsupport@northeastern.edu, with the building name and room number in the email subject line. For all other technology requests, contact the IT Service Desk by calling 617.373.HELP [4357] or emailing help@northeastern.edu.