

Touch Panel Functions

Last Modified on 08/02/2021 3:19 pm EDT

Want to know how the touch panels in the classrooms work? Afraid you might break something? (Spoiler: You can't.) Are you a pro at projection, an ace at audio, and really want to see what this system can do?

You've come to the right place.

Before you begin

To use the systems in the classrooms, you'll need:

- PennKey credentials

What can you do with the touch panel?

- Projection - Control the projectors and screens, and display your content to them.
- Profiles - Save classroom setups so you can recall them the next time you use the room.
- Video Conferencing - Zoom, BlueJeans, Microsoft Teams, Skype, take your pick.
- Recording - Record your lecture or event.
- Environmental controls - Adjusting lighting and shades.

The Basics

Want to just get started teaching? Start with this section.

Have your own device but no PennKey? Plug in to one of the cables on the left side of the lectern, then press "*Display Laptop*" in the lower right corner. Without logging in, these are all of the controls you have access to. In addition to lights, shades, and microphone volume, you will also have control of your device's volume from the *Program Volume* slider.

It's important to note that this mode, called Guest Mode, will automatically shut down in 3 hours.

Need more help? Contact Classroom Technology from the phone on the wall; 8-2575.

1. Touch the touch panel to end the screen saver.
2. On the page that appears, you can turn the lights on and off, raise and lower the shades, and control the microphones.
3. Log in to the computer using your PennKey username and password. The computer will take about 10 seconds to log in, then you will see the full controls appear.
4. To project from the computer in the lectern, press **Start Hybrid Classroom**. This will display the computer in the lectern on both side screens, leaving the center open as a whiteboard.
5. Have a PennKey *and* your own device? Press **Laptop > Sides**.
6. Once you have your setup configured the way you would like, consider setting up a profile, especially if you will frequently have the classroom set the same way. Having a login profile will set the room up exactly the same way every time you log in to it. Contact Classroom Technology, or see **Profiles** below for assistance.

That's it, you're all set. When your session is over, press **Logout > Confirm**. The PC will log out, recording will stop, the projectors will turn off, and the screens will roll up.

Advanced Features

You've got a slide deck on the screen and you can play a YouTube video. Now it's time to dig a little deeper. Don't let *Advanced* worry you. You've got this.

From now on, this guide will assume you've already logged in to the AV system. If you need assistance with this step, see "[The Basics](#)", above. Already logged in? Good, let's forge on.

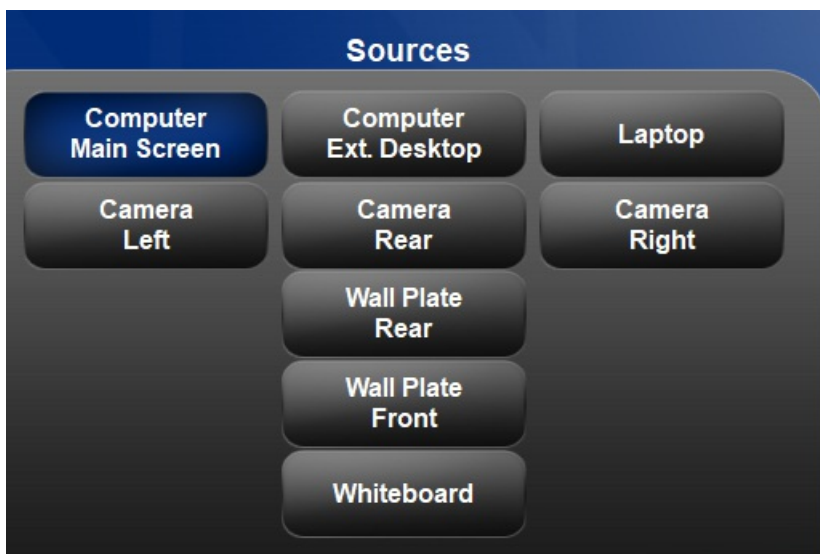
Multiple Source Projection

Here, you'll learn the steps to display more than one source.

1. On the bottom of the screen, press **Session**.



2. On the left side of the screen, select the source you want to display. If you have more than one source to display, pick one to start with.



3. On the right side of the screen, select one or more destinations. You can send one source to as many destinations as you'd like. The projectors will turn on, screens will drop, and lights will change to suit the screen configuration.



Example: Professor Smith wants to display the Resident PC's main desktop, extended desktop, and her laptop. Sounds complicated, but it's really only 6 buttons. Just think "What do I want to show, and where do I want to show it?"

- For Source, press **Computer Main Screen**, then for Destination press **Projector Left**.
- **Computer Ext. Desktop > Projector Center**
- **Laptop > Projector Right**

Document Camera

If you want to show pre-written papers, write notes, annotate, or draw in real time, a document camera (or doc cam, for short) is what you need.

1. **Wheel the doc cam cart** over to the lectern. It will usually be stored in one of the front alcoves of the classroom. If you can't locate one, call Classroom Support at 8-2575 from the in-room phone.
2. **Plug the power** for the doc cam into one of the power outlets on the lectern, to the left and slightly behind the touch panel.
3. **Plug the HDMI cable** from the lectern into the jack on the back of the doc cam labelled "HDMI Output." This is the what the HDMI cable looks like:



4. Press the **power** button on the doc cam.
5. On the touch panel, press **Session > Source Laptop > Any Destination**. You should see a white image displayed. Wave your hand across the surface of the doc cam, and you will see it on the projection screens.
6. When finished with the doc cam, we ask that you please unplug it and roll it back into storage so the room is ready for the next class.

Laptops and Devices

The classrooms aren't simply capable of displaying the resident PC in the lectern, you can also Bring Your Own Device. BYOD is audio-visual shorthand for any electronic device a user brings and wants to display. Laptops, tablets, and phones all count as BYOD. Here's how to display them.

You have two options to accomplish this, either plug into a cable, or use Solstice (Wharton's wireless screen sharing software of choice).

Cable Connections

On most lecterns, there are two cable connections to choose from, HDMI and VGA.



HDMI is the more modern and common connection; it's available on most current devices. In some cases, your device may have a smaller connector that can be adapted to HDMI. Classroom Support doesn't supply these adapters; if you need assistance figuring out what type of adapter to get, reach out to your IT rep.

One of the main advantages of HDMI is that it is a digital format. Both audio and video are carried over the same cable.

VGA is an older analog format. Because analog connections are becoming less popular, Wharton Computing is eliminating VGA in newer classrooms. Because VGA does not carry audio, you will need to plug in the audio cable attached to the VGA as well.

Solstice

The other option for displaying your own device is by using Solstice, a wireless screen sharing program. Details for using Solstice can be found in this article: [Solstice Wireless Screen Sharing](#).

Video Conferencing

There are a wealth of video conferencing options available lately, you may have used some already. At Wharton, we currently support Zoom, BlueJeans, and Skype. There's also a wealth of documentation, and if you don't know where to start, [start here](#).

Questions?

Call: (215) 898-2575

Email: class-tech@wharton.upenn.edu
