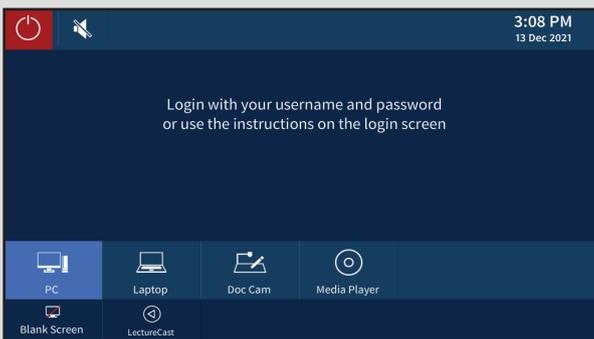


# Teaching Spaces - Touch Panel Guide



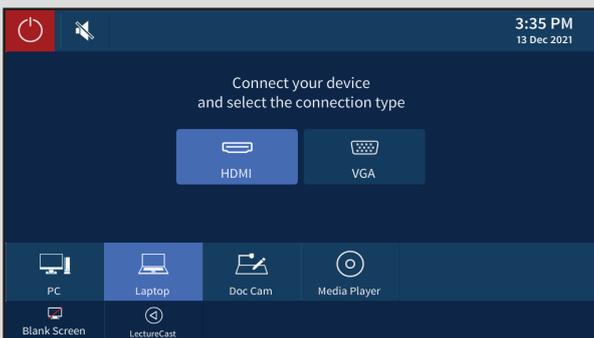
Select a source you wish to display on the touch panel, this will turn on the display screen in the teaching room.



Once the UCL PC has turned on, please login with your UCL user name and password.

**NOTE:** If you are a visiting lecturer you can use the guest login credential.

User name: .\UCLGuest  
Password: Welcome1

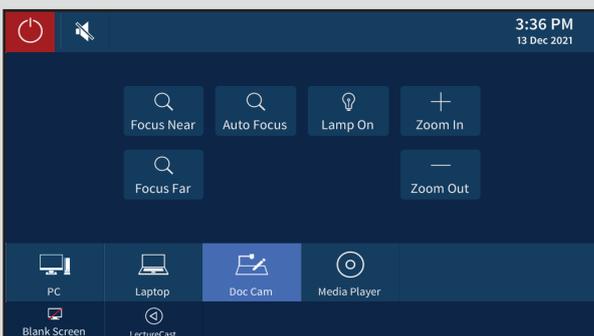


Plug the provided cable into your laptop or device and choose the appropriate input on the touch panel.

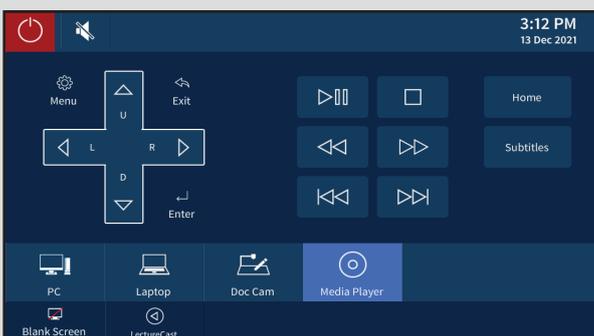
**NOTE:** If you wish to change the display style, hold down the windows button and press the P key.



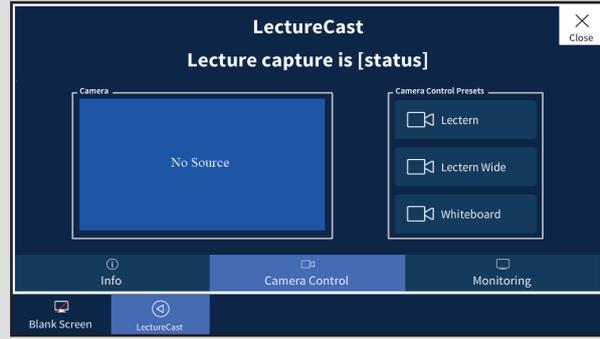
You can now select one of the following options:  
PC Only, Duplicate, Extend, Second Screen Only.



Selecting Doc Cam will turn on the camera, you can control the camera either by the controls on the touch panel or via the control on the device.



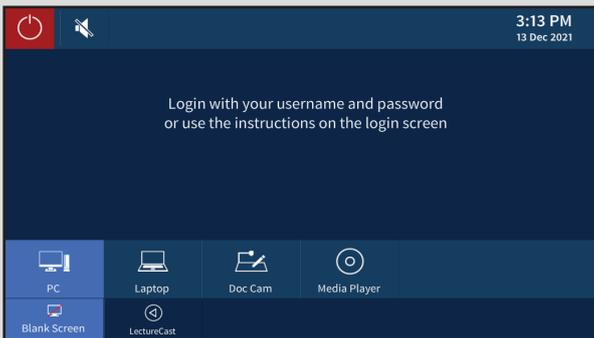
Please insert a disc into the player. To control playback, use the controls on the touch panel.



The LectureCast button will load the information of the next scheduled recording. You also have the ability of setting a preferred camera position via the camera control page.

**NOTE:** The default camera preset will be set to the lectern in the teaching room.

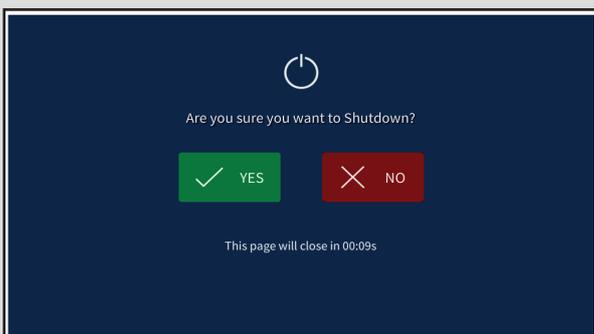
The monitoring page will display the camera and presentation being record on the device.



By selecting the “Blank Screen” button this will toggle between showing or hiding the image shown on the audience display screen.



Use the slider, volume buttons or mute toggle button to adjust the volume level of the presentation audio.



Once the shutdown button is selected you will see the “do you want to Shutdown” page.

Yes - will turn off the display screen and return to the home page.

No - will return to the last source selected page.