COLUMBIA GORGE COMMUNITY COLLEGE

Classroom Technology Guide

Quick Reference Guide for CGCC Staff & Faculty

WHAT IS THIS GUIDE?

This room features a Touch Panel designed for seamless control over multimedia presentations and hybrid conferencing. Use this guide to get started quickly.

POWERING THE SYSTEM

- **Activation:** Touch and briefly hold the green System On button in the center of the touch panel.
- **Automatic Setup:** The projection screen will lower and the projector will power on automatically.
- **Shutdown:** Tap System Off in the top-right corner when your session is finished.

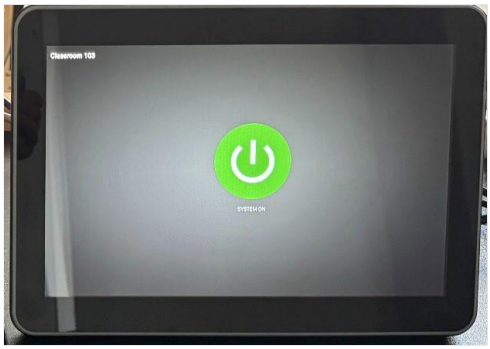


Figure 1: System On — Touch Panel Power Screen

USING THE LECTERN PC

- **Power On:** Turn on the podium PC in the cabinet under the lectern.
- **Select Source:** Tap Lectern PC on the touch panel Sources screen.
- **Display:** Content appears on both the podium monitor and the projector once the PC is awake.
- **Document Camera:** Connected directly to the podium PC; use as a source in any compatible app.

TOUCH PANEL OVERVIEW

The Sources screen is the main control hub. From here you select your input device, control cameras, adjust volume, and manage the projection screen.

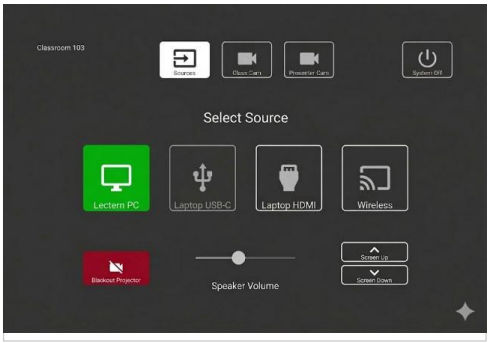


Figure 2: Sources Screen — select your input device

CONNECTING YOUR OWN DEVICE (BYOD)

Connect a personal laptop using the integrated cable tether at the lectern.

- **USB-C:** Single cable for video, audio, and camera access.
- **HDMI + USB:** HDMI for video; USB cable for room microphones and cameras.



Figure 3: Cable tether — HDMI, USB-A, and USB-C

> **! Recommendation:**
> Use either the lectern PC or your personal device — not both — to avoid audio and video conflicts.

BYOD — DISPLAY SETTINGS

- **Touch Panel:** On the Sources screen, tap the cable you are using (Laptop USB-C or Laptop HDMI).
- **Display Mode:** Press Win + P on your keyboard to switch between Extend, Duplicate, or Second Screen Only.



Figure 4: Sources Screen — Laptop USB-C selected

AUDIO SETTINGS

- **Speaker Icon:** Click the speaker icon (bottom-right of screen) and select the output device.
- **Microphone:** Select Shure P300 Echo Cancelling Speakerphone.
- **Speakers:** Select ATL 1080P for room audio output.

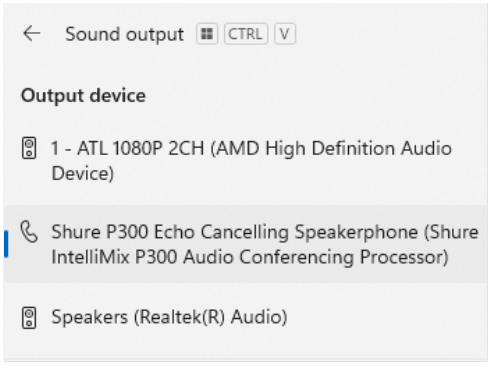


Figure 5: Windows Sound Output — select Shure P300

Zoom — Selecting Audio & Video:
Click the ^ arrow next to the Audio and Video icons (bottom-left of the Zoom window) to choose your devices.
A crossed-out icon means the device is muted — click it to unmute.

AUDIO & CAMERA CONTROLS

- **Ceiling Microphones:** High-quality ceiling mics capture audio throughout the room. Set your app to the Shure P300.
- **Dual Cameras:** Two cameras are installed — Class Cam (facing students) and Presenter Cam (facing the podium).
- **Camera Selection:** Choose your camera within your meeting software (Zoom, Teams, etc.).

PAN-TILT-ZOOM (PTZ) CONTROL

- **Access:** Tap Class Cam or Presenter Cam at the top of the touch panel.
- **Move / Zoom:** Use Arrow buttons to pan and tilt. Tap Tap to Zoom to adjust framing.
- **Presets:** Save up to 3 positions per camera. Tap Set, then the desired Preset button.



Figure 6: PTZ Control — Pan/Tilt arrows and Presets

Camera	How to Select
Class Cam	Tap Class Cam tab at top of touch panel
Presenter Cam	Tap Presenter Cam tab at top of panel
In Zoom	Click ^ next to Video icon, pick camera

QUICK ROOM ADJUSTMENTS

- **Volume:** Use the Speaker Volume slider at the bottom of the touch panel.
- **Blackout Projector:** Tap Blackout Projector to hide your screen from the audience. Your device stays connected.
- **Screen Controls:** Use Screen Up / Screen Down to raise or lower the projection surface and access the whiteboard.
- **Switching Sources:** Tap the Sources button at the top of the panel to return to the main menu at any time.

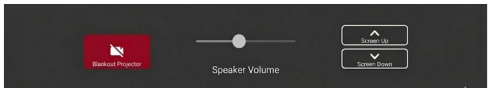


Figure 7: Bottom Controls — Blackout, Volume, Screen Up/Down

★ **Quick Display Switch:**
Press Win + P on your keyboard to quickly toggle display modes: PC Screen Only, Duplicate, Extend, or Second Screen Only.

! **Need Help?**
Contact CGCC Information Technology Services for assistance with room technology, device enrollment, or any equipment issues.

QUICK REFERENCE SUMMARY

Action	How To Do It
Power On	Hold green System On button
Power Off	Tap System Off (top-right of panel)
Use Lectern PC	Sources > Lectern PC
Laptop via USB-C	Plug in, then Sources > Laptop USB-C
Laptop via HDMI	Plug in both cables, Sources > Laptop HDMI
Adjust Volume	Speaker Volume slider (bottom of panel)
Hide Screen	Tap Blackout Projector
Access Whiteboard	Tap Screen Up / Screen Down
Select Camera	Tap Class Cam or Presenter Cam tab
PTZ Camera Control	Tap camera tab > Arrows / Tap to Zoom
Save Camera Preset	Tap Set > choose Preset 1, 2, or 3
Switch Input Source	Tap Sources button (top of panel)
Zoom Audio Device	Click ^ next to Audio icon > select Shure
Zoom Camera Device	Click ^ next to Video icon > select camera