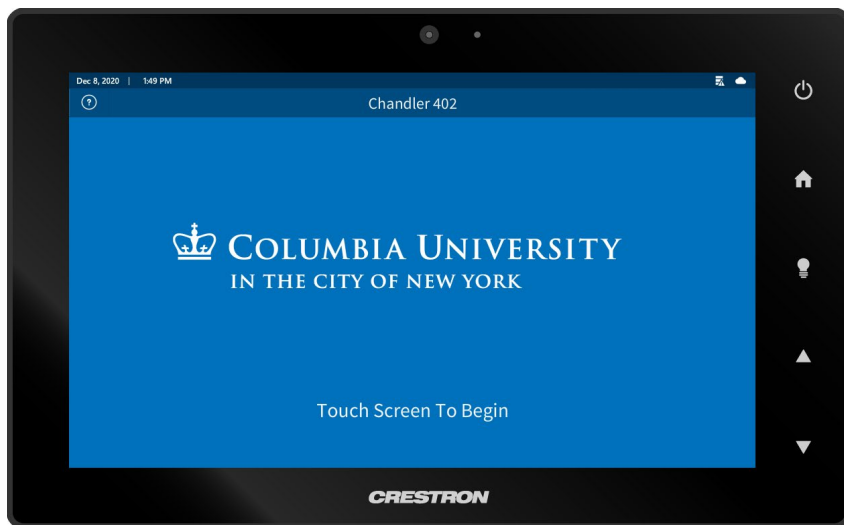
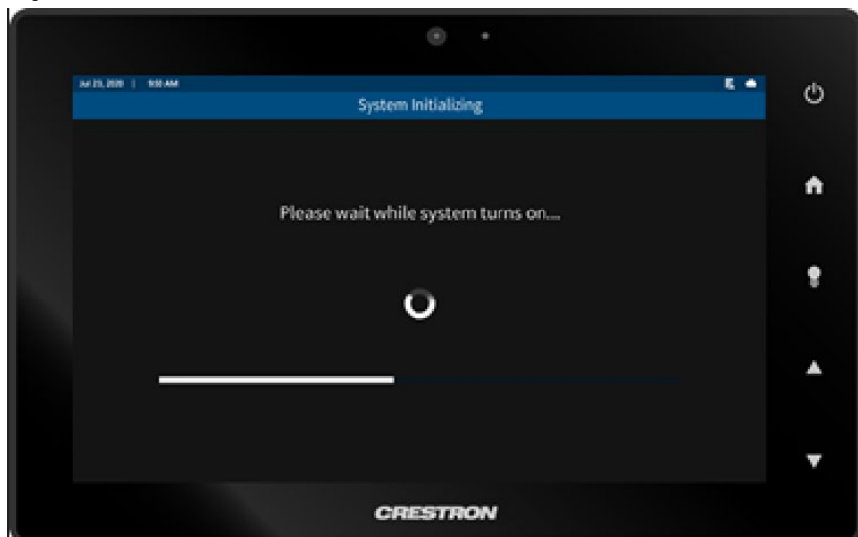


# To begin...

1. Ensure touch panel is in the ready state. If you encounter a sleeping screen, simply give it a light tap as you would an iPhone.



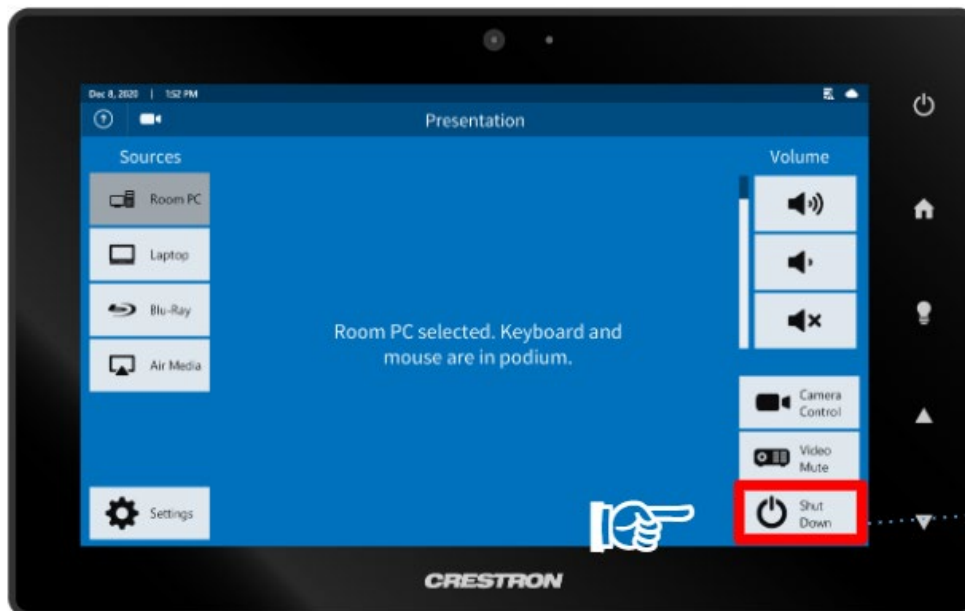
2. The following message will appear. Please allow the system a few seconds to initialize.



3. A screen with sources and settings will appear. Please select your source on the left pane and your desired volume setting on the right pane.



4. When you are finished, you simply need to press the shut down option on the lower right of the touchpanel.



## **Need the Microphone?**

The microphone is located within the equipment rack in the following drawer. See photo below.

### **Wireless Microphones**

- Microphone drawers are labeled
- Replacement batteries available
- Shut off mics when not in use to save battery life
- Note: wireless mics cannot be used in other rooms



## **Using Zoom?**

If you are conducting a zoom session click here for full instructions on the zoom experience.

<https://www.cuit.columbia.edu/hybrid-class-checklist>

## **FAQ's/Things To Know**

- Please log in with your UNI and PW.
- Remember to log off when finished.
- You are provided the ability to download software but know that it may be removed when the podium pc is updated. For permanent software needs please send an email to [erooms@columbia.edu](mailto:erooms@columbia.edu). All software requests are subject to review and approval by CUIT.
- CUIT does not provide laptop adapters. Please contact your department administrator to procure the adapter best suited for your device. The adapter should be HDMI Female on one end and the connection to your device on the other end.
- Volume settings may need to be adjusted at the touch panel, the computer/laptop volume and the application volume setting you are using. I.E YouTube
- Microphone drawers will be locked to ensure the microphones are available for your next session so please visit the CUIT walk in center to pick up your key for the semester. They are located in the 202 Philosophy Hall. Walk In Center Information [Walk-In Center Info](#)
- CUIT classrooms staff regularly replenishes batteries but if you are in need please contact our support line at 212-854-3633, select option #1
- When contacting CUIT support please allow the technician to assist in finding a resolution to your issue. CUIT agents are equipped with remote tools that can potentially resolve your issues over the phone.

Have a great semester!