



**CalPoly**  
**Pomona**

Reference Guide for Extron Touch Panels



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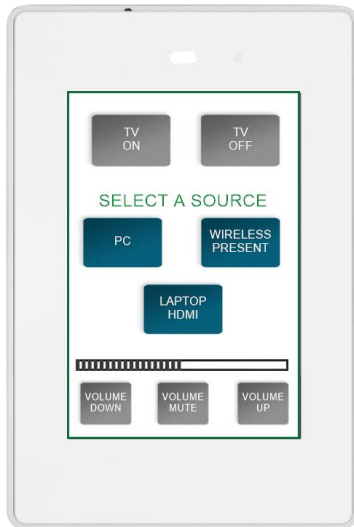


## Introduction

This text will go over all the fundamentals to using Extron touch panels that are found throughout the campus. The types and functions vary from room to room, but all function similarly. Some touch panels are simple and are only used for switching input sources and volume, while others allow you to control multiple displays, projector screens, and audio sources.

For more information on campus technology, please visit [www.cpp.edu/classroom-help](http://www.cpp.edu/classroom-help). If you require assistance or find issues with any of these devices, please contact x4040 or submit a service request at [www.cpp.service-now.com/ehelp](http://www.cpp.service-now.com/ehelp).

## Touch Panel Types



**TLP Pro 300M**

This touch panel is generally used in spaces such as conference rooms or collaborative areas that only make use of a single display or projector.

Some will require a PIN to use, others will persist on their main page where you can control power, inputs, and volume.



**TLP Pro 720/725C**

This type is mostly found in lecterns and can be used to control single or multiple displays depending on the room.

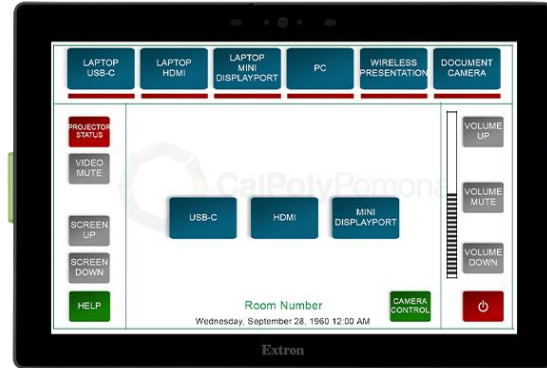
These can control a variety of functions from inputs, power, projector screens, and cameras.

In addition, these also include external cable cubbies for connecting laptops to the room displays or the campus network.



**TLP Pro 725T**

Generally found in areas without lecterns, these touch panels control all the same functions as the TLP Pro 725C but are not integrated into furniture.



**TLP Pro 1025M/T**

A 10-inch touch panel that mimics all the same functions as the 725C/T.

These can be found in larger rooms that control multiple projectors and screens and are either wall mounted or sit on a tabletop.



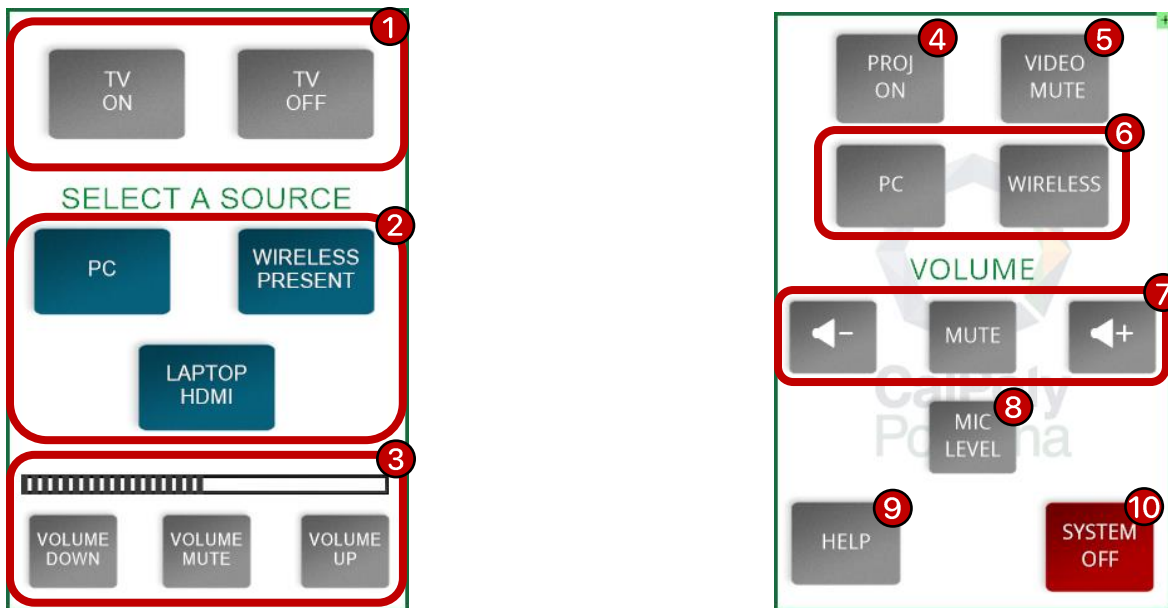
## Getting Started

### 300M (Small Touch Panel)

To start presenting in a room with a small touch panel simply follow the on-screen instructions. Some 300M panels may ask for a 4-digit PIN, others may default to the control screen.

A 4-digit PIN should have been provided upon requesting the room for use, if you lost, forgot, or it wasn't provided – please contact x4040 for more information.

After setting the PIN or waking up the device by tapping the screen, you should see one of the following screens depending on the room:



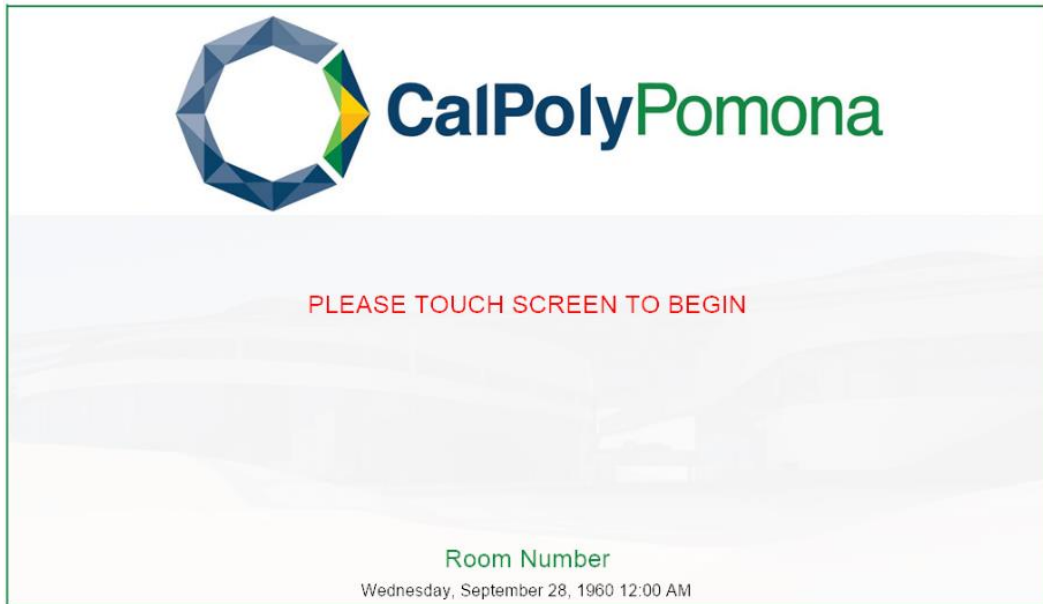
The controls are programmed to be intuitive by design, if you come across any issues like buttons not working or confusing menu layouts, contact x4040 or submit a request via the support portal at [www.cpp.service-now.com/ehelp](http://www.cpp.service-now.com/ehelp).

1	Display Power
2	Input Sources
3	Volume Controls
4	Projector Power
5	Video Mute ( <i>turns the projector screen black to avoid startup process</i> )
6	Input Sources
7	Volume Controls
8	Mic Gain Controls ( <i>Use only if Volume controls don't produce high enough volume</i> )
9	Help ( <i>x4040</i> )
10	System Shut Down

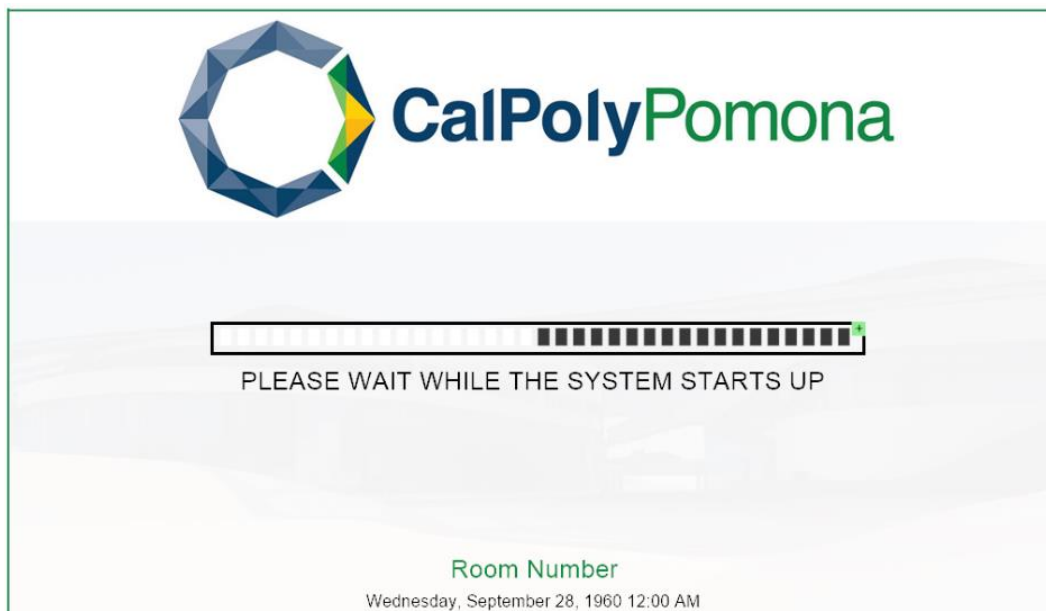


### 725C/T (Medium Touch Panel)

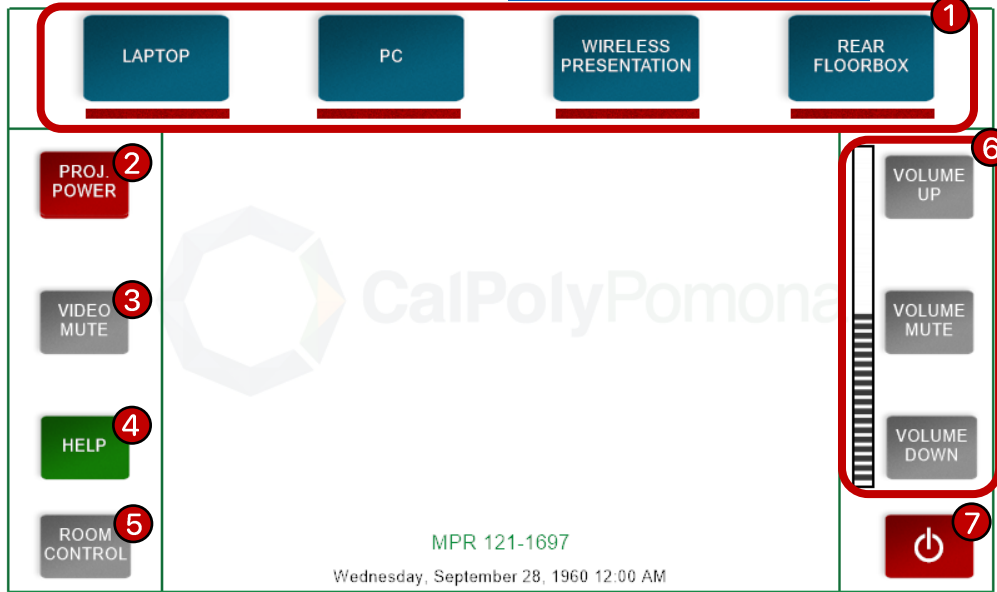
The 725C/T touch panels remain in a blank standby mode when not in use. To wake them up, tap the screen. When the device turns on you will see the following prompt:



Touching the screen will begin the system start up process. This will turn the projector on and bring down the projector screen.



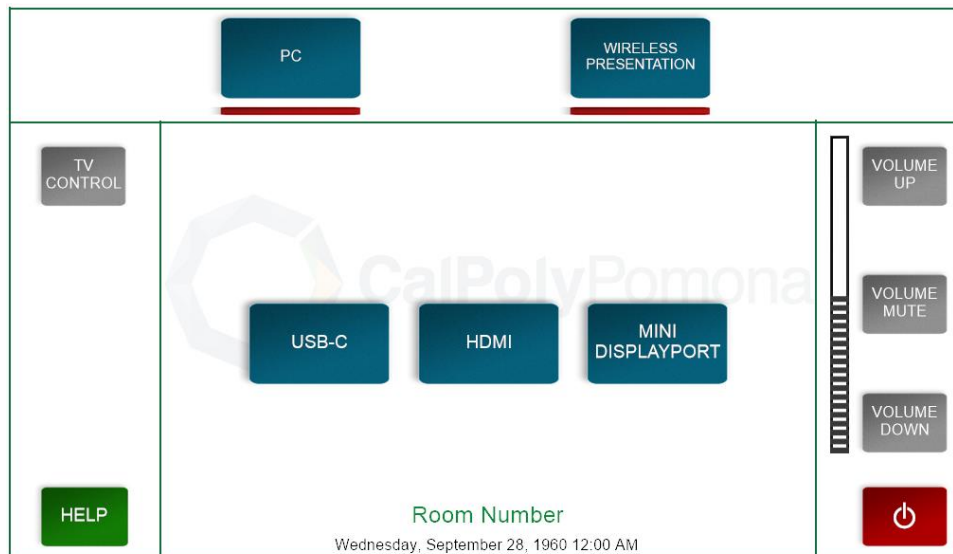
With the system up and running, you can now begin setting up your inputs and volume levels using the on-screen controls:



1	Input Sources
2	Projector Power
3	Video Mute ( <i>turns the projector screen black to avoid startup process</i> )
4	Help
5	Room Control
6	Volume Controls
7	System Shut Down

Do note that some touch panels will have different home screens than others. This will depend on the other devices in the room that integrate to it for control. In most cases you will find the inputs across the top, volume to the right, and auxiliary controls to the left.

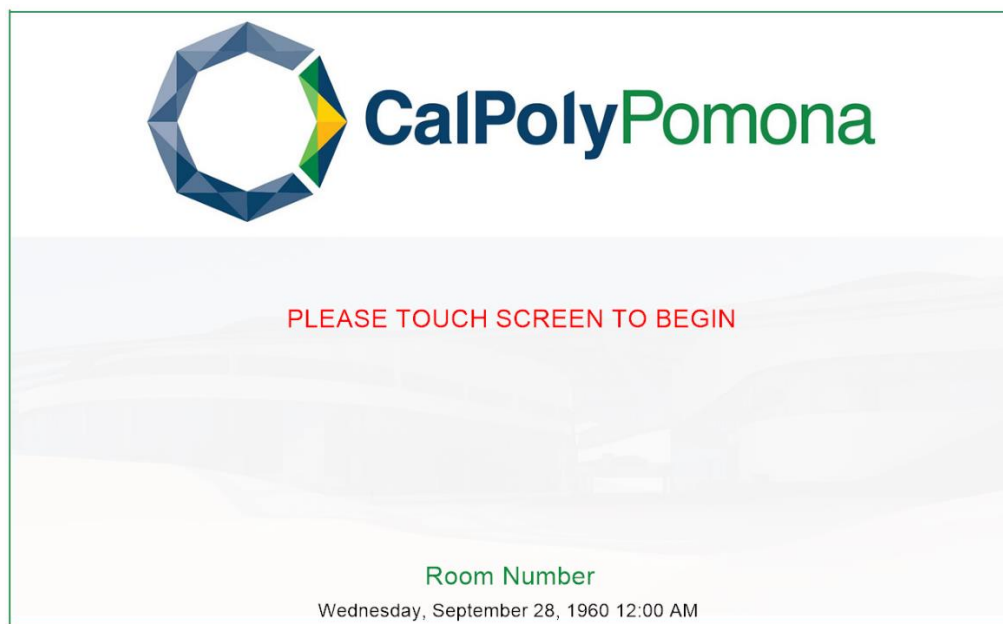
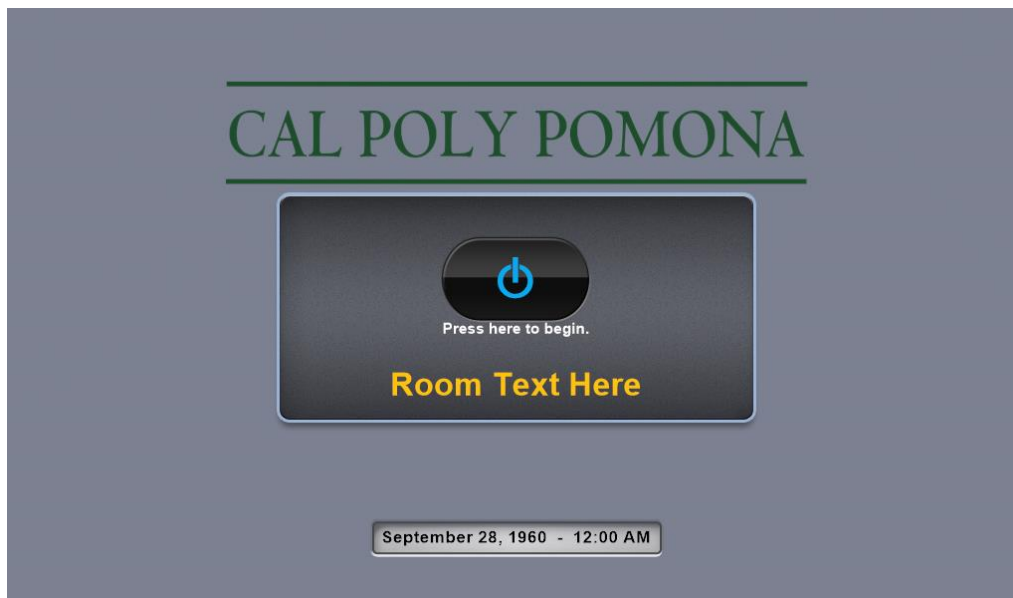
Below is a variation of the 725C/T home screen with inputs across the top, volume to the right, auxiliary controls to the left, and laptop inputs in the center (cable types can be found in the appendix section).



**1025M/T (Large Touch Panel)**

1025M/T touch panels come in two variants – one which mimics the 725C/T controls, the other is primarily reserved for rooms that use MAC computers. This document will refer to them as Generic and MAC Variant respectively.

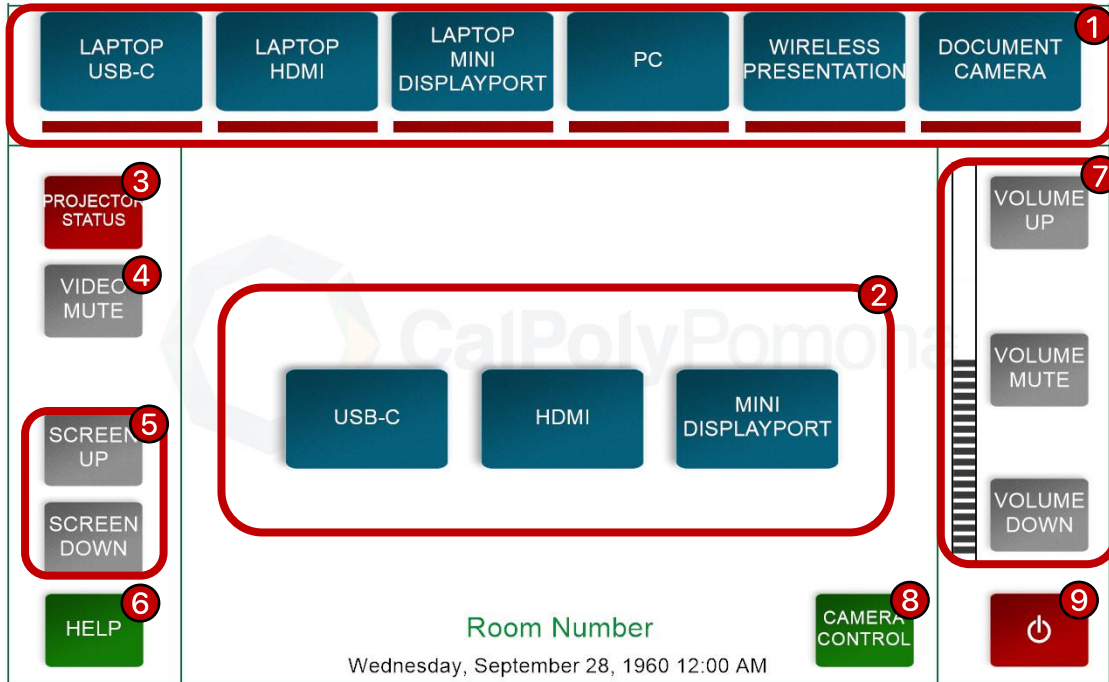
To start the touch panels up, touch the displays when they're off to wake them up, then follow the on-screen instructions.

*Generic**MAC Variant*





1025M/T Generic Controls



1	Input Sources
2	Main Controls Display ( <i>Input Sources Shown</i> )
3	Projector Status ( <i>Projector Controls</i> )
4	Video Mute ( <i>turns the projector screen black to avoid start up process</i> )
5	Projector Screen Controls
6	Help (x4040)
7	Volume Controls
8	Camera Controls ( <i>PTZ – Pan/Tilt/Zoom</i> )
9	System Shut Down



1025M/T MAC Variant Controls



1	Individual Projector Controls ( <i>granular input source control</i> )
2	Multiple Projector Controls ( <i>duplicates main source across all displays</i> )
3	Input Sources
4	Display Controls
5	Volume Controls
6	Help (x4040)
7	System Shut Down

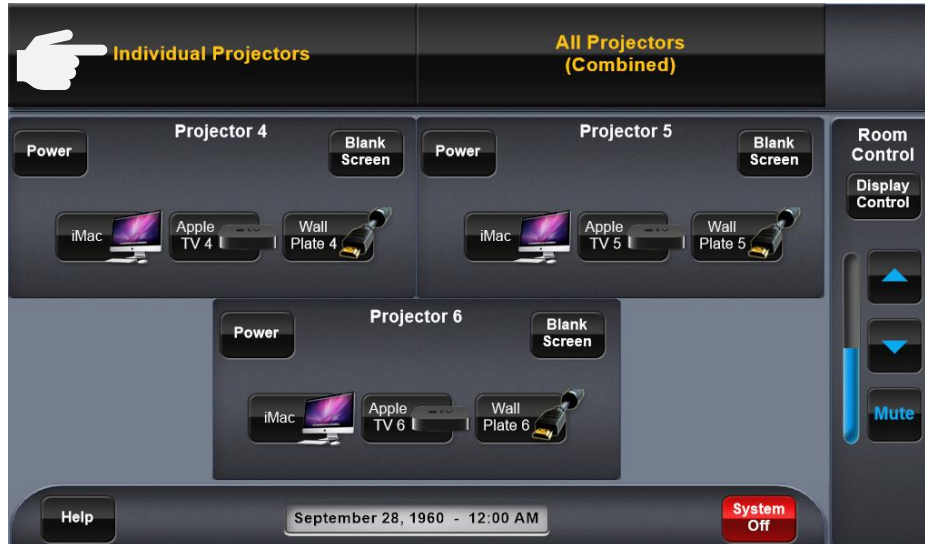


## Working with Multiple Displays

### Standard Layouts

Depending on the room, your touch panel may have the ability to individually or collectively control multiple displays, while others will only allow for duplicating a display. These are generally labelled as Individual or Combined modes respectively.

While running individually controlled displays you may see a screen like the following:



In this configuration clicking on the “Individual Projectors” button will bring up a screen that displays all the connected projectors along with their controls and inputs allowing you to select on the screens individually.



Whereas in a combined mode (All Projectors), you will be shown a single control screen that will duplicate a single input across all the connected devices.



## Non-standard Layouts

In other cases, rooms will function solely for controlling individual displays by first needing a projector to be selected, followed by an input source to display (these will be rooms with non-standard GUI layouts and cannot be referenced here).

To duplicate one screen across all displays, you will need to look for a "Send to All" button on the touch panel. This will send your currently selected input source to all displays in the room.

## Single PC Output Controlling Multiple Displays

Some rooms have multiple displays controlled through a single output - PC (such as one projector with a TV, or multiple monitors and a TV) with controls that may not be specified on the touch panel - these auxiliary screens will be controlled in your Windows system settings. For MAC, please refer to <https://support.apple.com/guide/mac-help/connect-an-external-display-mchl7c7ebe08/mac> as monitor support differs per device and computer OS.

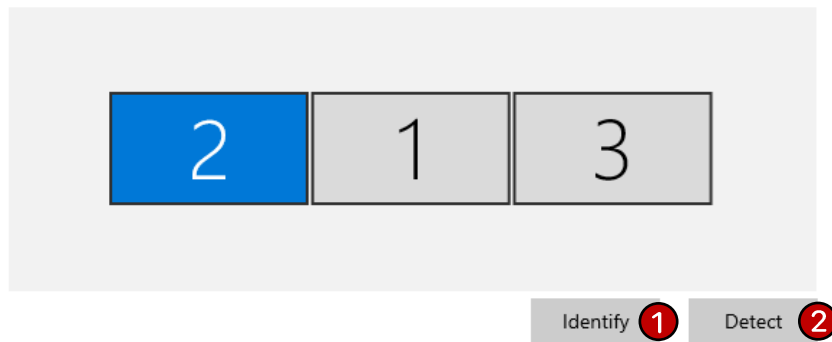
When using multiple outputs on a windows computer, you will first need to make sure your touch panel is set to the "PC" input.

Next, click the windows key on your keyboard  or find the windows search bar along the task bar and search for "Display Settings" and click "Enter".

## Display

### Rearrange your displays

Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.



1	Identify will populate a number on the bottom left of each display corresponding with its position in the arrangement section above.
2	This is a drop-down menu that lets you choose whether you want to Extend or Duplicate the displays attached to your computer. <ul style="list-style-type: none"> <li>▪ Extending gives you control of each screen individually.</li> <li>▪ Duplicating will duplicate the main monitor.</li> </ul>



Once the displays have been identified, scroll down the page and under the “Scale and Layout” section find the drop down that reads “Extend desktop to this display”.

Click the drop-down menu and select “Duplicate desktop on 2 and 3” – this setting will vary depending on the room, but the displays you want duplicated are going to be the ones used for presenting. The display on the lectern should remain its own independent screen to use as a control.

### Scale and layout

Change the size of text, apps, and other items

100% (Recommended) ▾

#### Advanced scaling settings

Display resolution

1920 × 1080 (Recommended) ▾

Display orientation

Landscape ▾

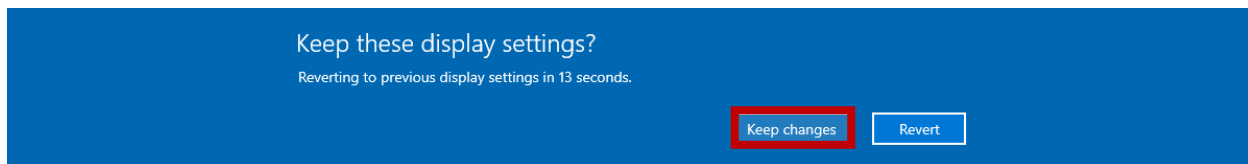
Duplicate desktop on 1 and 2

Duplicate desktop on 2 and 3

Extend desktop to this display

Make this my main display

Finally, a pop-up will ask if you want to keep or revert your changes, click “Keep changes”.



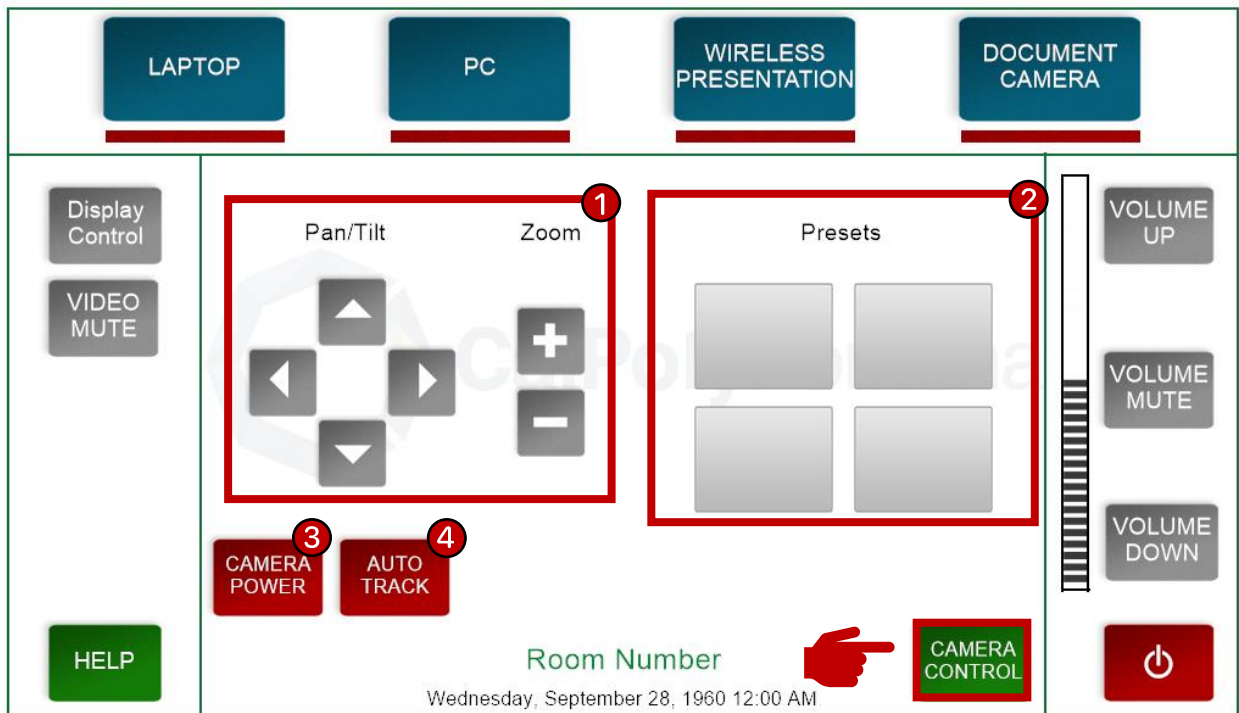
Doing this will keep the main lectern monitor as its own display while duplicating the projector displays and grouping them as their own separate window.



## Camera Controls

Some cameras integrated with the touch panels can control the auto tracking cameras with manual PTZ and Preset controls. You can identify these systems by looking for the “Camera Control” button.

Typically, this can be found on the bottom right corner of the main touch panel display, in other cases it may be found by navigating to the “Room Controls” or not at all depending on the room.



1	PTZ controls allow you to manually set the pan tilt and zoom position of the camera.
2	Presets allow you to set specific camera positions for areas like the lectern or different white boards. To set these, use the PTZ controls to place the camera view in the desired position, then press and hold one of the preset squares until the touch panel beeps to indicate the position has been set.
3	Camera power turns on and off the camera
4	Auto Track will enable or disable the auto tracking on the camera



## Mixing Audio

When mixing audio, it is important to tailor settings to the situation. A few to consider are:

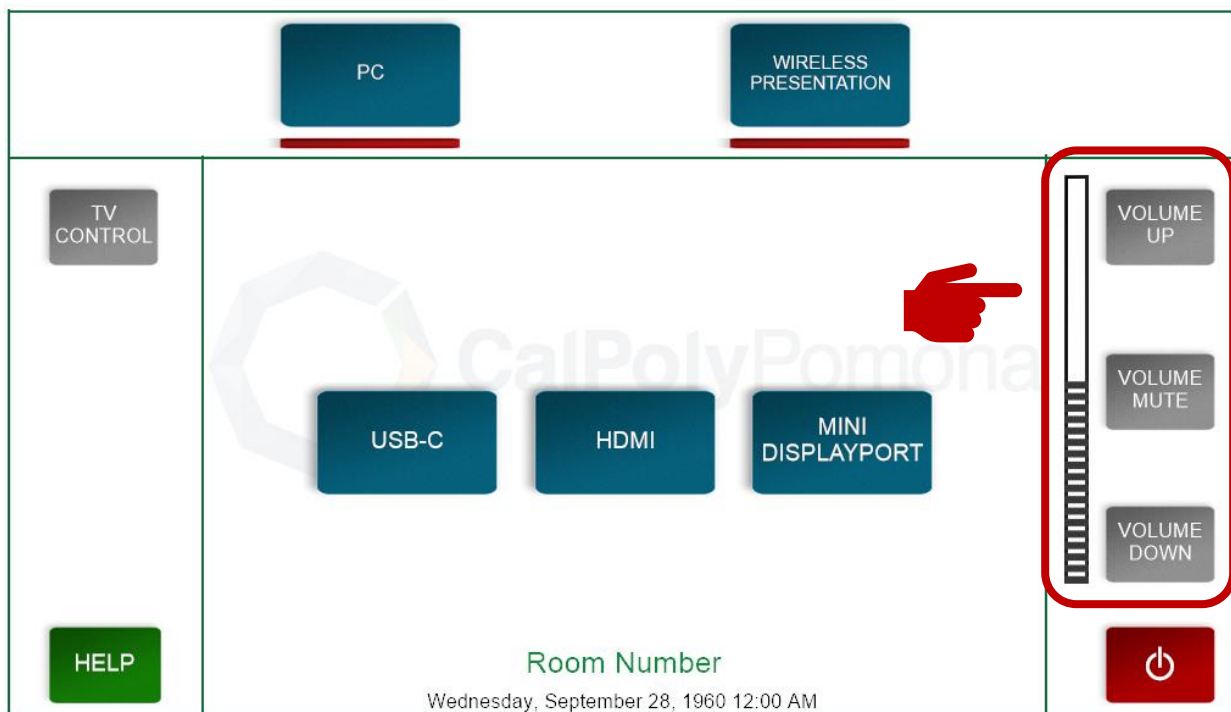
- Live presentation audio.
- Zoom presentation audio.
- Content audio.

## Live Presentations

The main concern is going to be the audience being able to hear the presenter across the room – in the rooms that support it, lecterns will have an integrated microphone that can be used to project over loudspeakers in an array across the room. Make sure to speak clearly into the microphone (about 4-8 inches away from it) and that your voice is strong and concise prior to adjusting any of the gain settings within the lectern.

Remember: a microphone is designed to capture sound that flows across it, not into it. Too close and your voice will come across as distorted, too far and your voice will not project at all. Practice speaking into the microphone prior to the event so you are prepared without needing to make major adjustments that could impede others using the room later.

If the participants are still unable to hear you, adjusting the speaker volume on the touch panel may help:







## Zoom Presentations

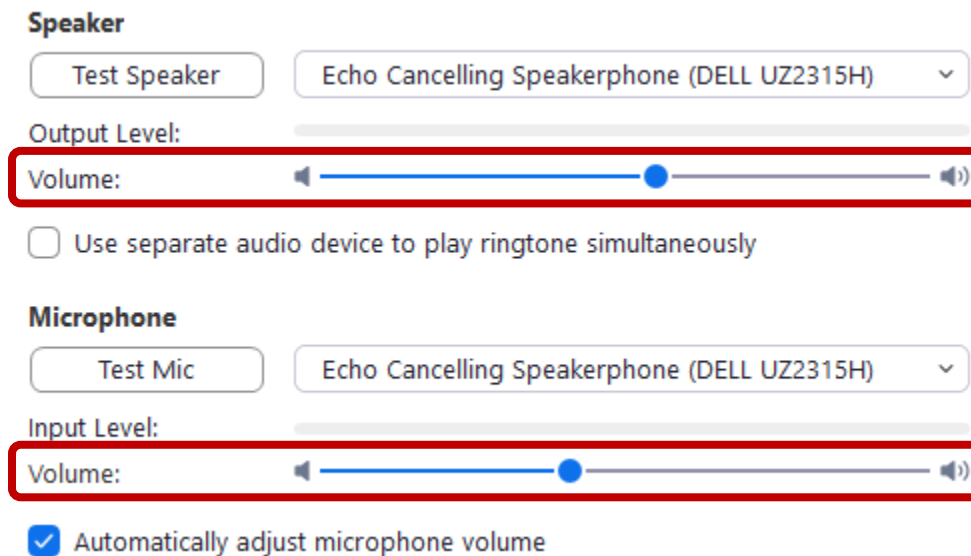
The same rules for microphone etiquette follow from the previous section here, but there are a few other items that need to be considered when adjusting volume levels as they will differ from user to user:

- Zoom audio settings per participant.
- PC audio settings per participant.

## Zoom Settings

In zoom, click on the “^” icon next to the microphone button found to the bottom left of the control menu from there click “Audio Settings.

Here you can adjust the speaker and microphone input volumes in Zoom. First, adjust your microphone volume, then have your participants adjust their speaker volume. Make these changes prior to adjusting any microphone gain settings within the lectern.



**Speaker**

Test Speaker    Echo Cancelling Speakerphone (DELL UZ2315H) ▾

Output Level:

Volume: ◀──────────────────●──────────────────▶

Use separate audio device to play ringtone simultaneously

**Microphone**

Test Mic    Echo Cancelling Speakerphone (DELL UZ2315H) ▾

Input Level:

Volume: ◀──────────────────●──────────────────▶

Automatically adjust microphone volume

Zoom can also be set to automatically adjust the microphone level, having this set will increase the volume when there is a quite input detected, and decrease the volume when the app detects distortion.

*If you are experiencing issues with participants hearing noise or split-up audio, disable automatic microphone volume adjustments.*





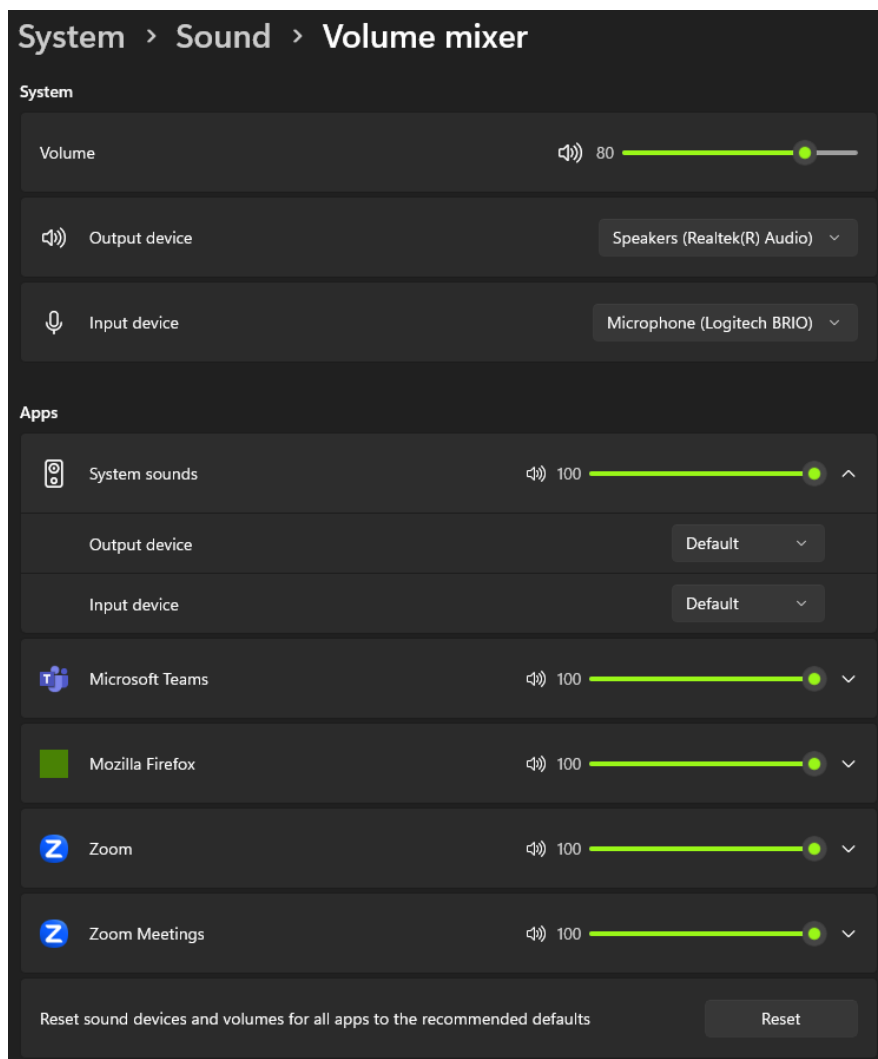
## PC Audio Output Settings

Windows has its own audio mixer interface that allows users to control the volume of the input and output sources connected directly to a PC.

Click the windows key on your keyboard  and type "Sound Mixer Options" then hit "Enter". This will take you to the Windows Volume Mixer where output volumes can manually be set.

For MAC, please visit:

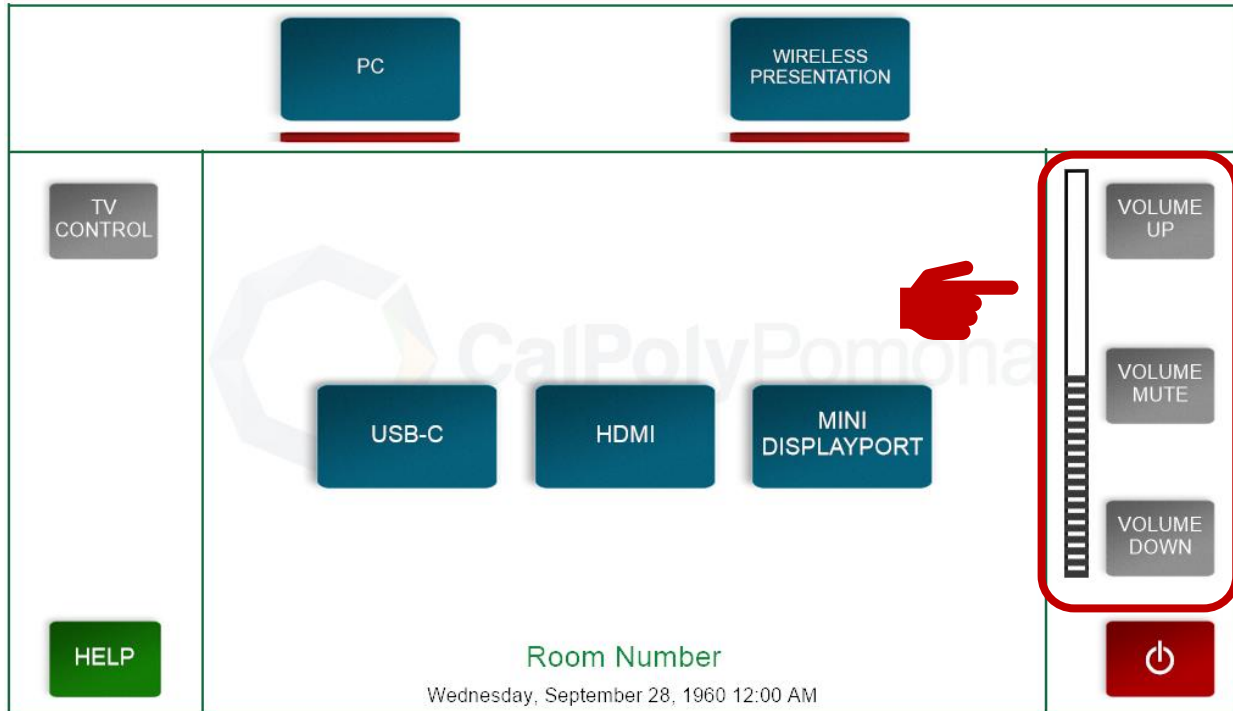
<https://support.apple.com/guide/mac-help/change-the-sound-output-settings-mchlp2256/mac>




Here, volume adjustments can be made on a per-app basis. Generally, you'll want to keep your main output volume anywhere between 70-80% and everything else at 100%. This is essentially setting an initial volume ceiling before outputting to the lectern touch panel to avoid distortion.



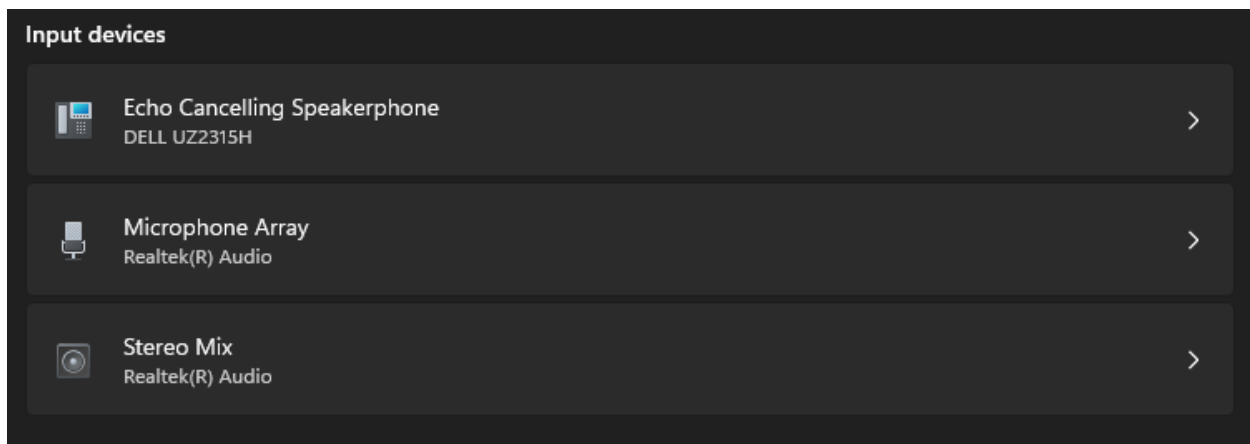
Further audio adjustments should be made exclusively from the touch panel – if the output volume is still too low, the volume in Windows can be adjusted to 100% while keeping the touch panel between 70-80% to avoid distortion.



### PC Audio Input Settings

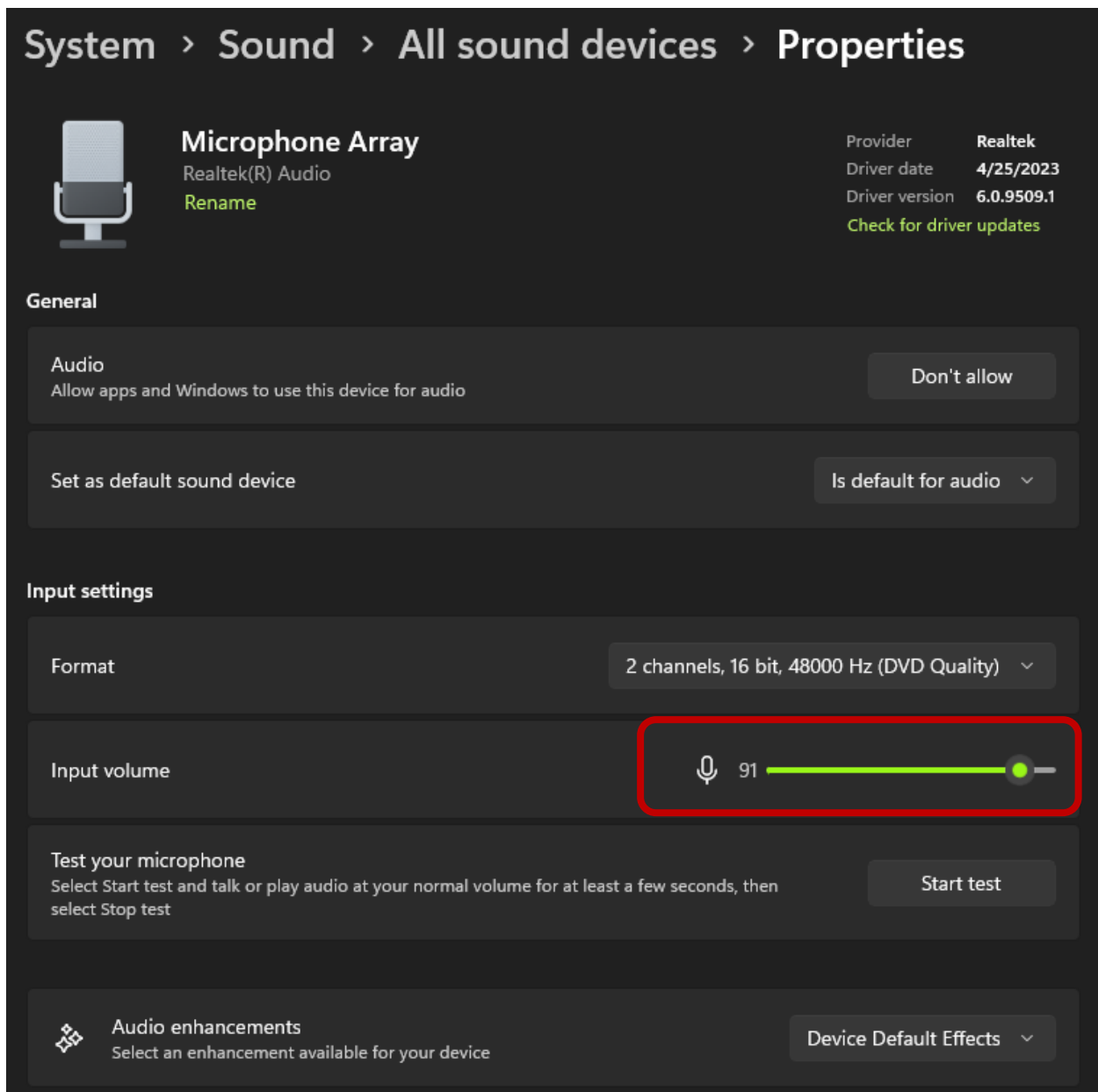
To manage microphone input levels, click the windows key on your keyboard  and type "Manage Input Audio Devices" then hit "Enter".

Audio output and input devices will be listed, scroll down to the "Input Devices" and select the microphone you are using – the device will depend on a few different factors, but generally speaking, built-in laptop microphones will be labelled "Microphone Array" while other microphone types may be labelled "Headphones" or "Logitech Webcam".





In this example, we will click on "Microphone Array".



The screenshot shows the Windows Settings application for the "Microphone Array" device. The breadcrumb trail is "System > Sound > All sound devices > Properties". The device name is "Microphone Array" by Realtek(R) Audio, with a "Rename" option. Technical details include: Provider: Realtek, Driver date: 4/25/2023, Driver version: 6.0.9509.1, and a "Check for driver updates" link. Under the "General" section, there are two main controls: "Audio" (set to "Don't allow") and "Set as default sound device" (set to "Is default for audio"). The "Input settings" section includes a "Format" dropdown set to "2 channels, 16 bit, 48000 Hz (DVD Quality)" and an "Input volume" slider set to 91, which is highlighted with a red box. Below the volume slider is a "Test your microphone" section with a "Start test" button. At the bottom, there is an "Audio enhancements" section set to "Device Default Effects".

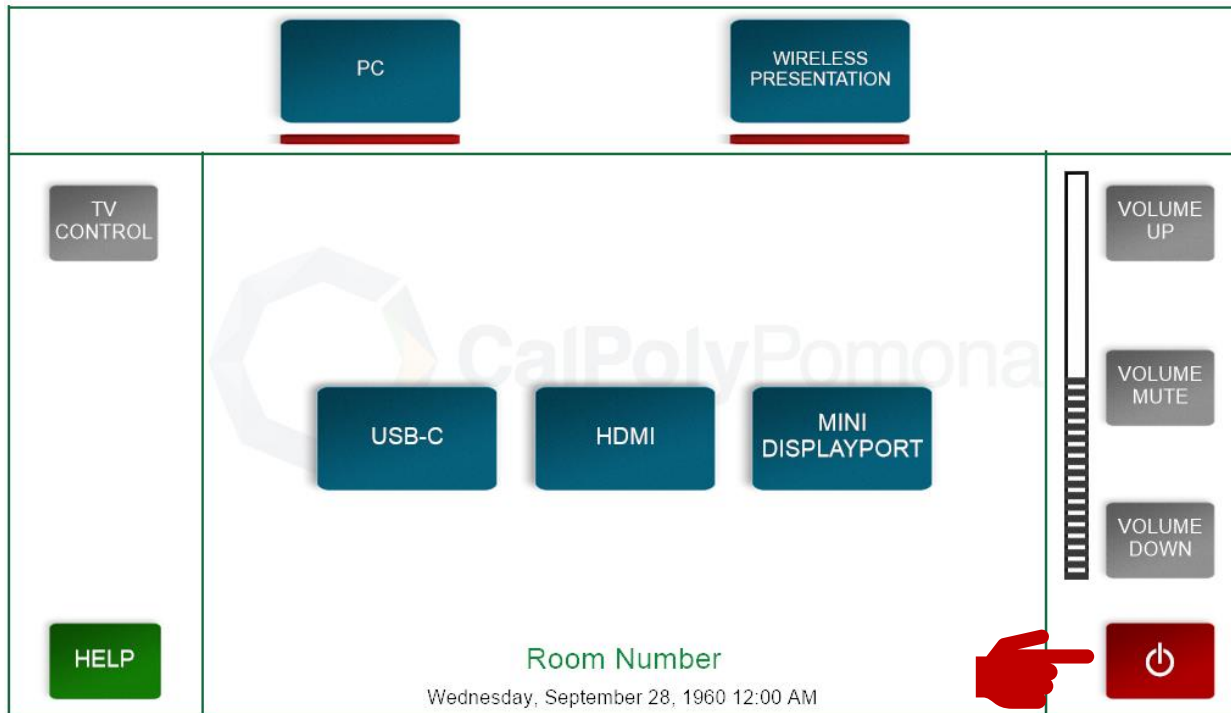
Adjusting the input volume here may help if your participants can't hear you when in a Zoom meeting. Follow the same noise ceiling rule as before keeping the volume between 70-80% to avoid distortion, increasing the volume only if required. Do note that what is most integral to microphone input volume is primarily how you speak into it. Make sure you are an appropriate distance from your input device and that you are projecting your voice clearly prior to making any changes.



## Shutting Down

One of the most important steps to take after completing an event is to make sure all equipment is shut down and returned to the same state it was originally found.


A Shut Down button can be found on the bottom right of most touch panels – this will turn off the projector and bring the projector screen up.



Lastly, you will need to log out of the lectern computer (if there is one) so the next person can properly log in. In some cases, computers that are left logged into can also slow down other users by consuming resources in the background that otherwise should not be there.


### Windows 11

Select Start 

Select the Accounts  icon (or picture), then select Sign out.

### Windows 10

Select Start 

On the left side of the Start menu, choose the Accounts  icon (or picture), and then select Sign out.

### MAC

Choose Apple menu , then select Log Out.