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This manual contains information on touch panels similar to the one in your room. If you have any difficulty following these instructions please contact the BOCES DL Coordination and Support Staff

## **Distance Learning Classroom**

# **Touch Panel User Guide**

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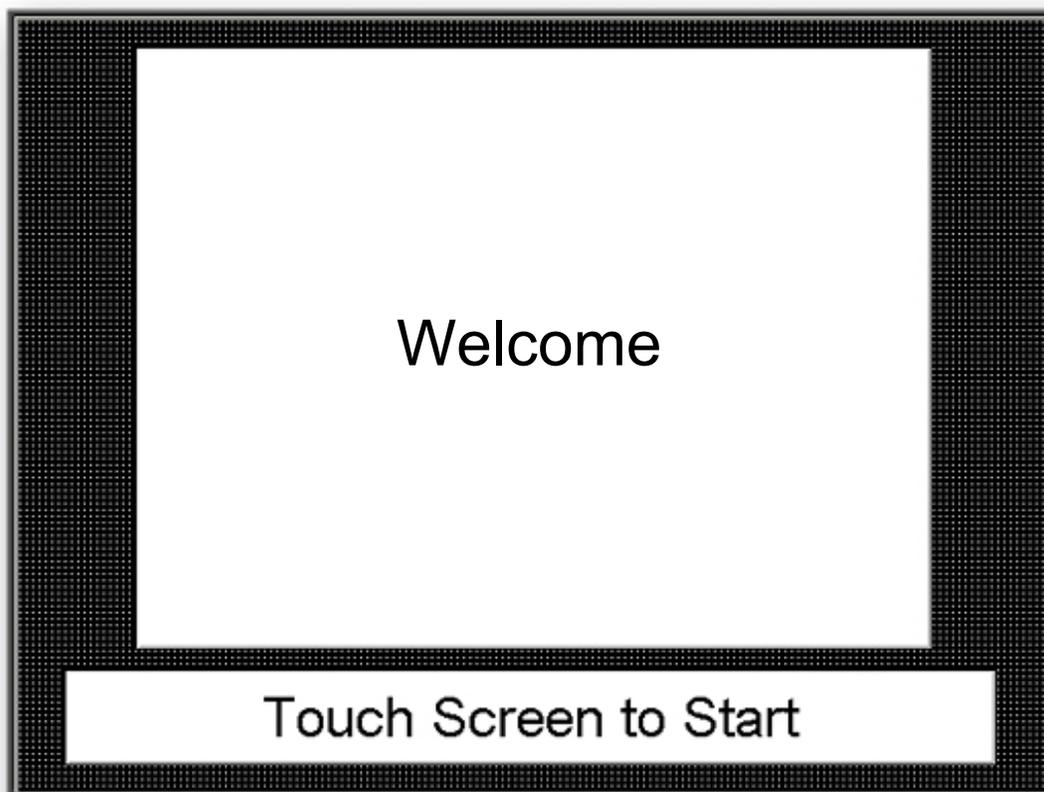
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## **Welcome Screen**

The Welcome Screen is the first screen that you will see.

If your touch panel screen is black it is most likely in sleep mode.

Touch the face of the panel and this screen should appear.

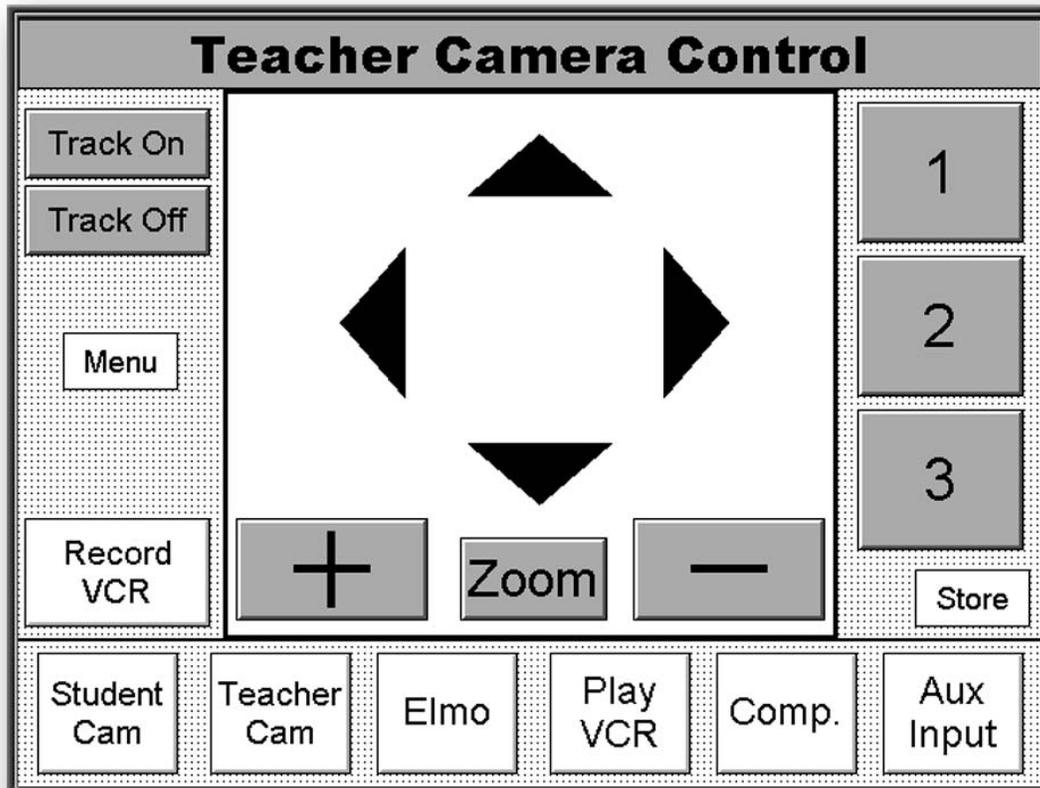


Touch the screen again to proceed.

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# Teacher Camera Controls

The Teacher Camera Control screen (shown below) appears as the default screen.

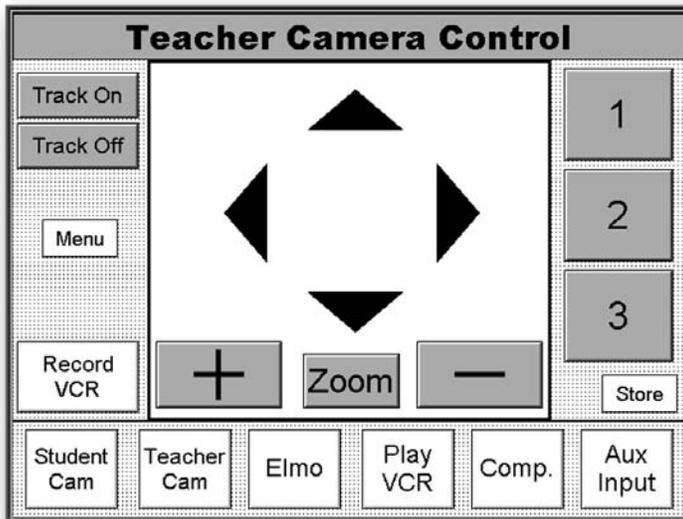


The buttons on the bottom of the screen are similar to a tool bar and appear on most screens selected.

Touch the button for the equipment you want to control or the function you want to perform.

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# Teacher Camera Controls continued



## Preset Controls

Touch one of the numbered **Preset** buttons to move the camera to an established, preset position.

## Store

This button is *only* used when establishing or changing presets. **It will erase previously established Presets.**

(For detailed information about establishing or changing **Presets** see the notes and instructions beginning on page 11 of this section.)

## Pan/Tilt Controls

Touch the triangles [ ▲ ] that point up, down, right, and left, to pan and tilt the Teacher Camera to any desired position.

## Zoom Controls

Touch [ + ] to zoom the camera in tighter or [ - ] to zoom the camera out further.

## Auto-track Controls

Touch **Track On** or **Track Off** to activate or deactivate the camera tracking feature. [More information about the \*\*autoTrack\*\* feature is in the \*\*Teacher Camera\*\* section of this guide.](#)

## Menu

This button will take you to the **Main Menu** control screen where you can access a **Utilities** screen with adjustments to the **appearance** of your screen's display and the **Playback VCR Volume**.

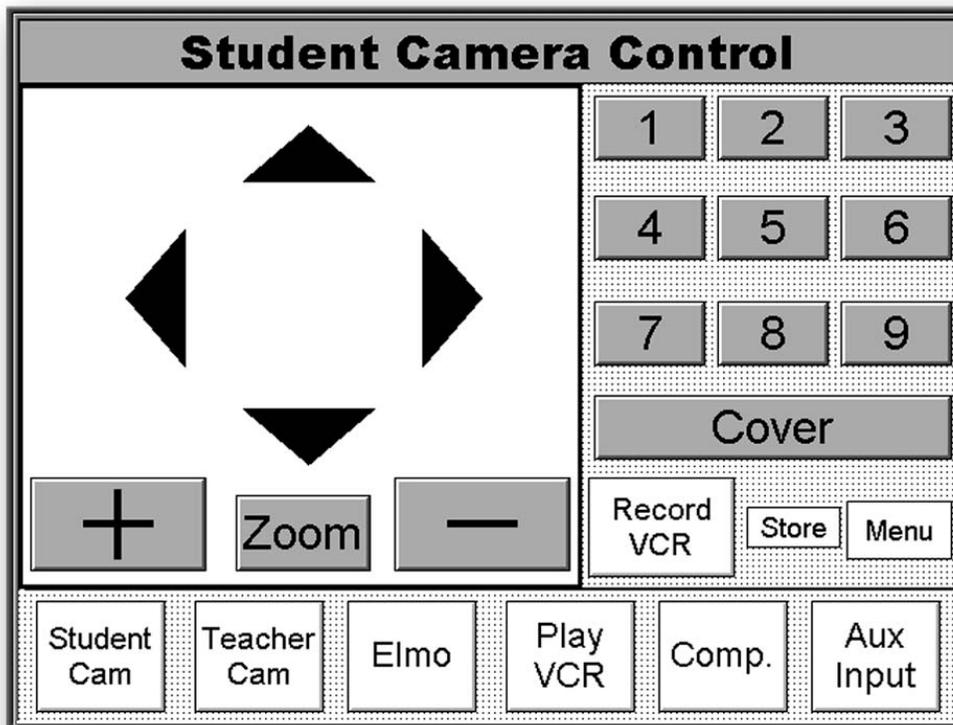
**Record VCR** will take you to control screen for the lower of the two VCRs in the equipment rack at the teacher's podium.

## Tool Bar Buttons

All other buttons will take you to screens indicated by the text.

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# Student Camera Control Screen



## Pan / Tilt / Zoom Controls

Operate these controls the same as you would for the Teacher Camera.

## Preset Controls

Operate the Preset Controls the same as you would for the Teacher Camera.

Cover is a special Preset that should be adjusted to a camera position that is **just wide enough** to allow all of the students to be seen in one shot (see page 12).

Record VCR will take you to control screen for the lower of the two VCRs in the equipment rack at the teacher's podium.

Store is *only* used when establishing or changing presets. **It will erase previously established presets.** (For detailed information about establishing or changing camera position presets, see the **Presets** instructions beginning on page 11 of this section.)

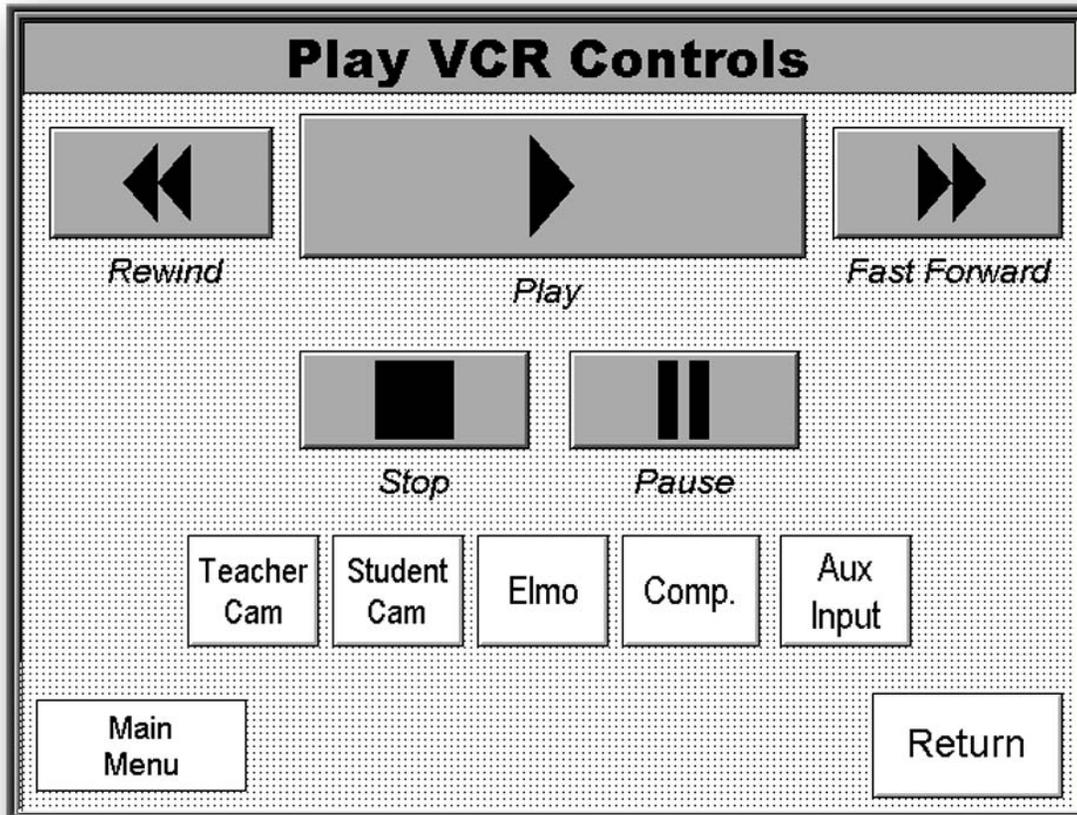
## Menu

This button will take you to the **Main Menu** control screen where you can access a **Utilities** screen with adjustments to the **appearance** of your screen's display and the **Playback VCR Volume**.

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# Play VCR Control Screen

The Play VCR is the top VCR of the two located in the teacher podium.

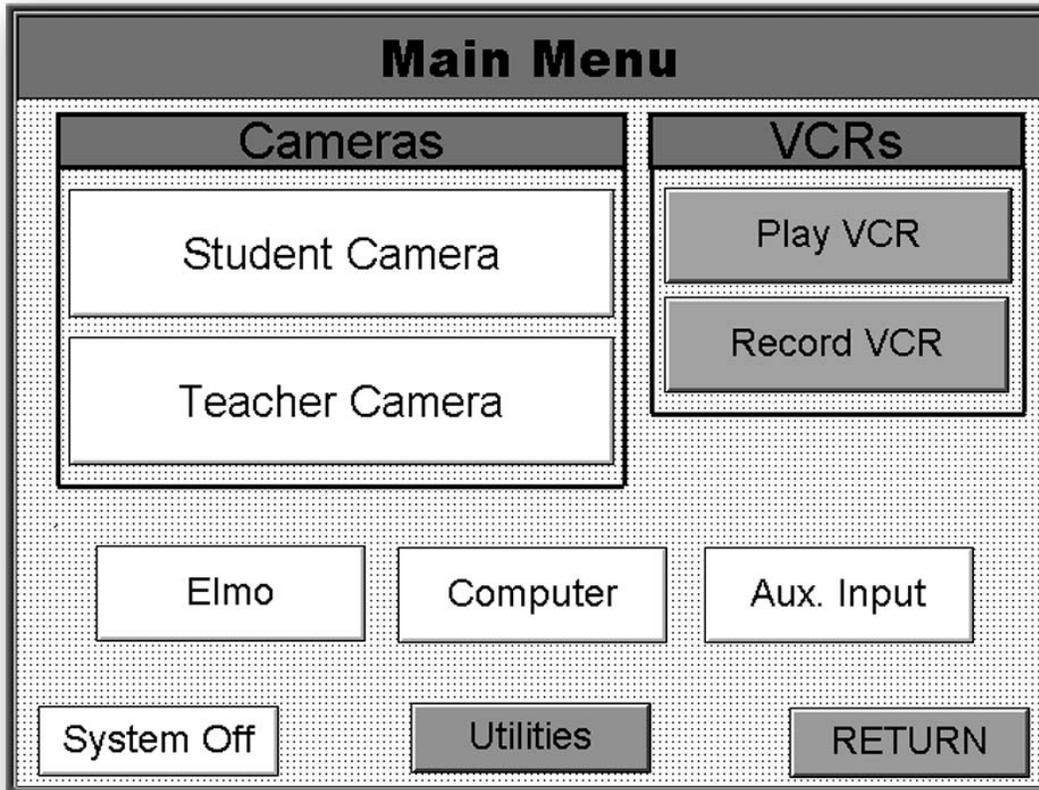


-  Rewinds the videotape.
-  Plays the videotape.
-  Fast-forwards the videotape.
-  Stops the videotape.
-  Pauses the videotape.

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# Main Menu

Most of the controls on the Main Menu screen can also be found on other screens, with a few exceptions.

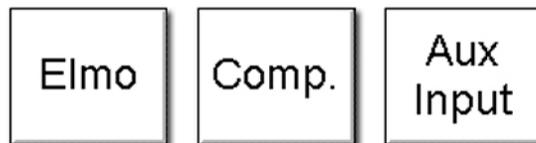


The **System Off** control button and the **Utilities** button are available *only on the Main Menu screen*.

In order to reach the **Utilities** screen you must first go to this **Main Menu** screen and press the **Utilities** button.

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## **ELMO, Computer and Auxiliary Input Controls**



**Selecting one of these sources from the bottom tool bar will set it as your primary video source.**

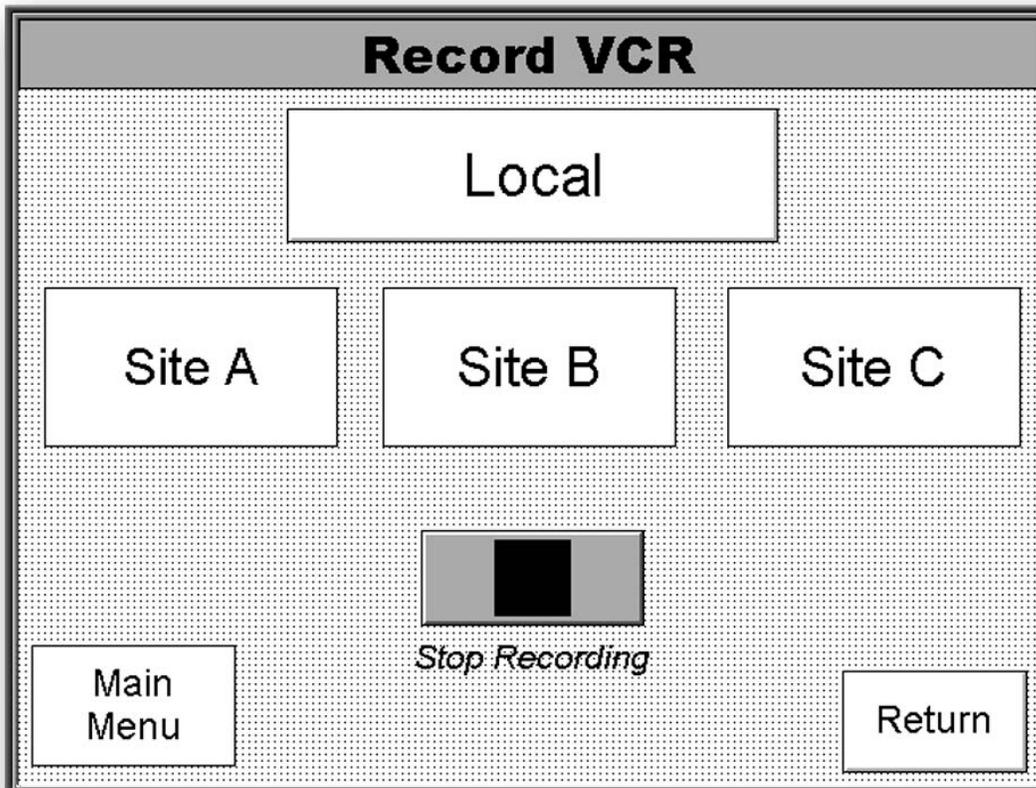
Adjustments to the Elmo document camera, the computer and any auxiliary sources you may have connected to your auxiliary inputs should be made at the individual pieces of equipment.

**NOTE:** If you excessively increase the volume levels at the touch screen or at the output controls of the equipment, it may cause echo or other audio disturbances. (See the **Audio Controls** section of this guide for detailed information on volume control.)

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## **Record VCR Controls**

When you select the **Record VCR** button you will see the screen below.



The Record VCR is the bottom machine of the two located in the teacher podium.

### **Site Recording Controls**

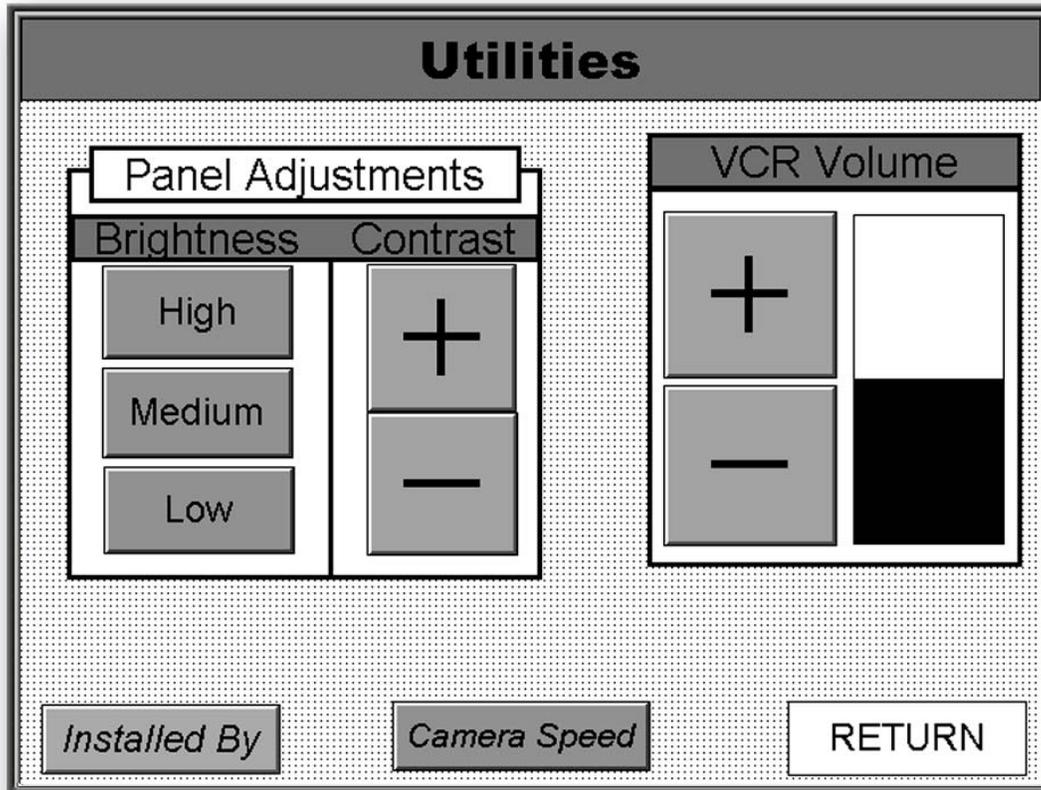
Touch **Local**, **Site A**, **Site B** or **Site C** to record the video from a particular site.

**Recording will continue, even if you leave this screen**, until you return to the Record VCR control screen and press **Stop** or your tape reaches the end.

Note: While you may choose to record only one video source at a time, you record all audio from all sites in the cluster onto the tape.

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# Utilities



**Panel Adjustments** allow you to control the brightness and contrast of the touch screen display.

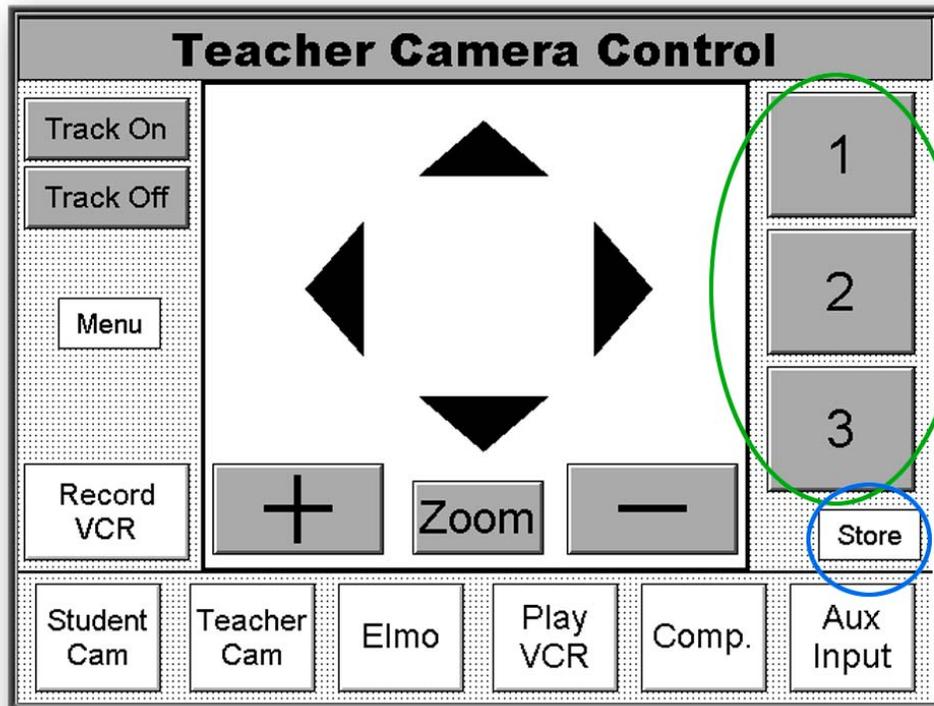
**VCR Volume** allows you to make adjustments to the playback VCR volume by touching the [ + ] and [ - ] buttons.

**Camera Speed** will take you to a screen where you can adjust the speed that the **Teacher Camera** will respond to the pan and tilt controls.

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# Camera Presets

Presets allow the quick choice of regularly used camera shots by selecting one of the **Preset** buttons (instead of having to pan, tilt, and zoom in or out to a desired view each time.)



There are two types of camera presets that can be established, Teacher Camera Presets and Student Camera Presets. The procedure is similar in each case.

## 1. Teacher Camera Presets

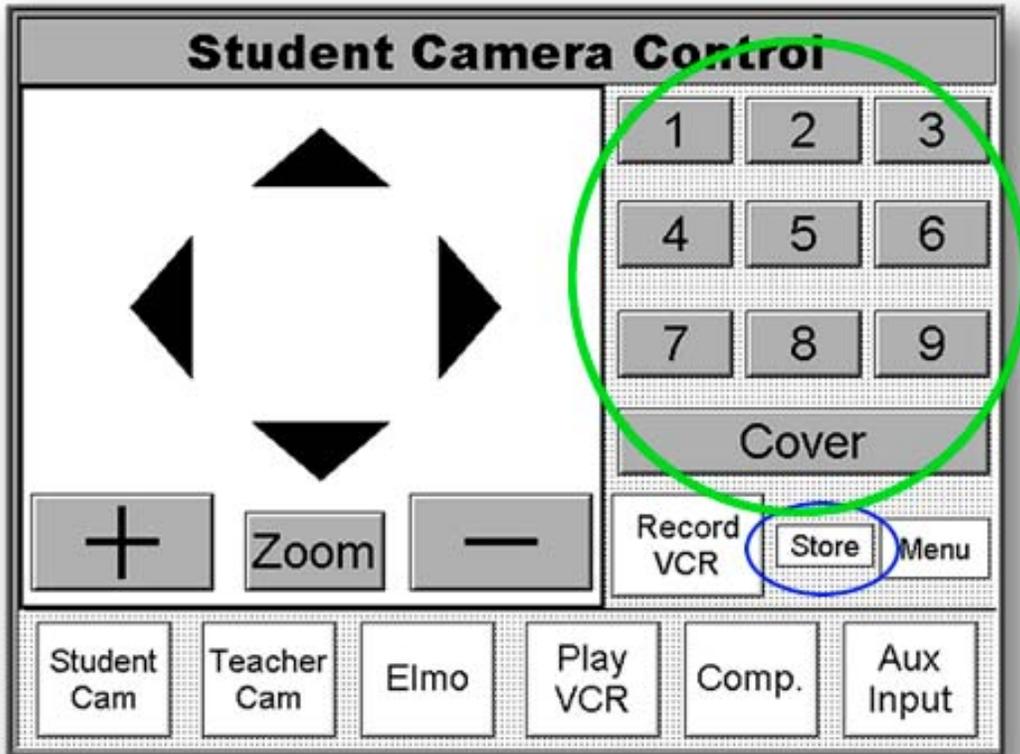
Note: **Preset 1** should be set as a fairly close shot of the instructor behind the teacher desk. However, Presets can be set to any camera shot based on your needs.

### To establish or change a teacher camera preset:

- Select (press) one of the numbered **Preset** buttons illustrated in the green oval.
- Pan, tilt, and zoom the camera to the shot that you want by using the triangles and the Zoom [ + ] and Zoom [ - ] buttons.
- Press **Store** illustrated in the blue circle.
- Press that same **Preset** button again.

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## 2. Student Camera Presets



The student camera presets are established so that the teacher or the aide can select preset student camera shots.

### To establish or change a student camera preset:

- A. Select a numbered **Preset** or **Cover** Shot button at the right of the screen, *illustrated in the green circle*. (The **Cover Shot** should be no wider than necessary to allow all students to be seen in one shot).
- B. Pan, tilt, and zoom the camera to the shot that you want by using the triangles and the Zoom [ + ] and Zoom [ - ] buttons.
- C. Press **Store**, *illustrated in the blue circle*.
- D. Press that same **Preset** button again.