
This manual contains information for Crestron color 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.

rev. 8/7/03

Distance Learning Classroom

Touch Panel User Guide

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BOCES

**Distance
Learning
Program**



Help Desk 1-888-427-9173

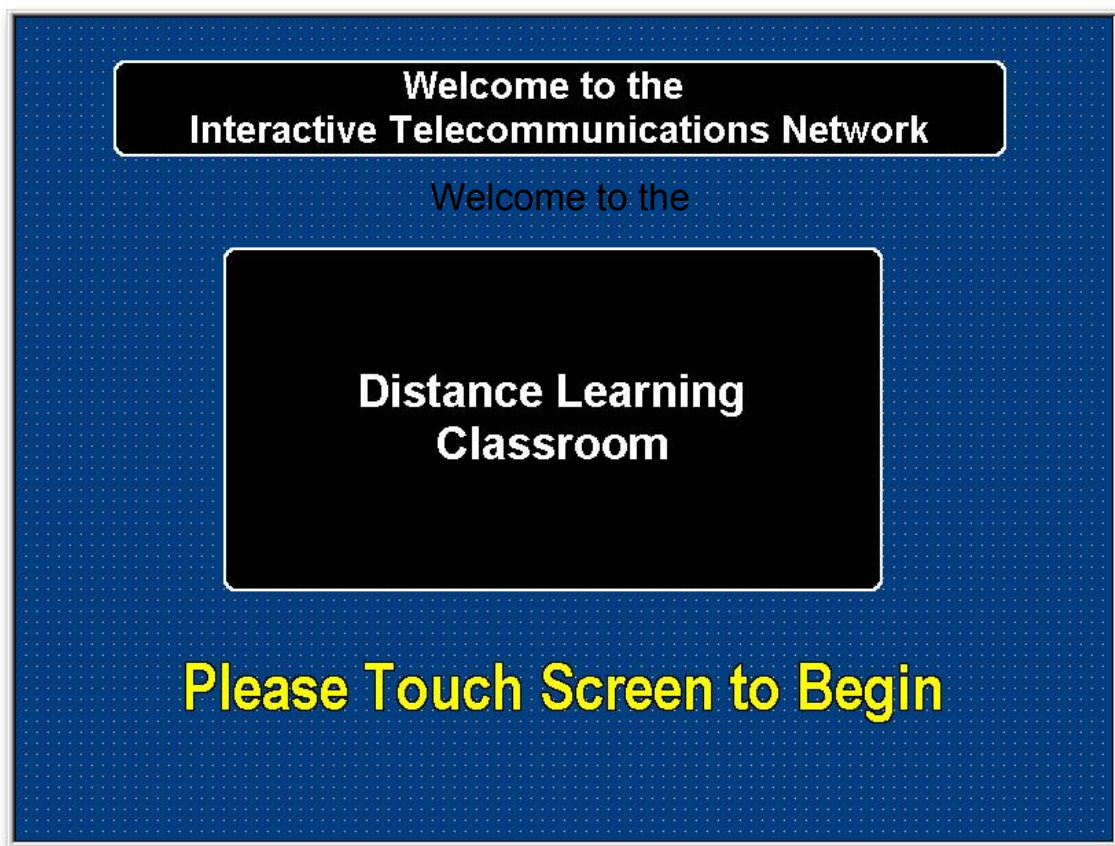
Quality • Access • Support

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.

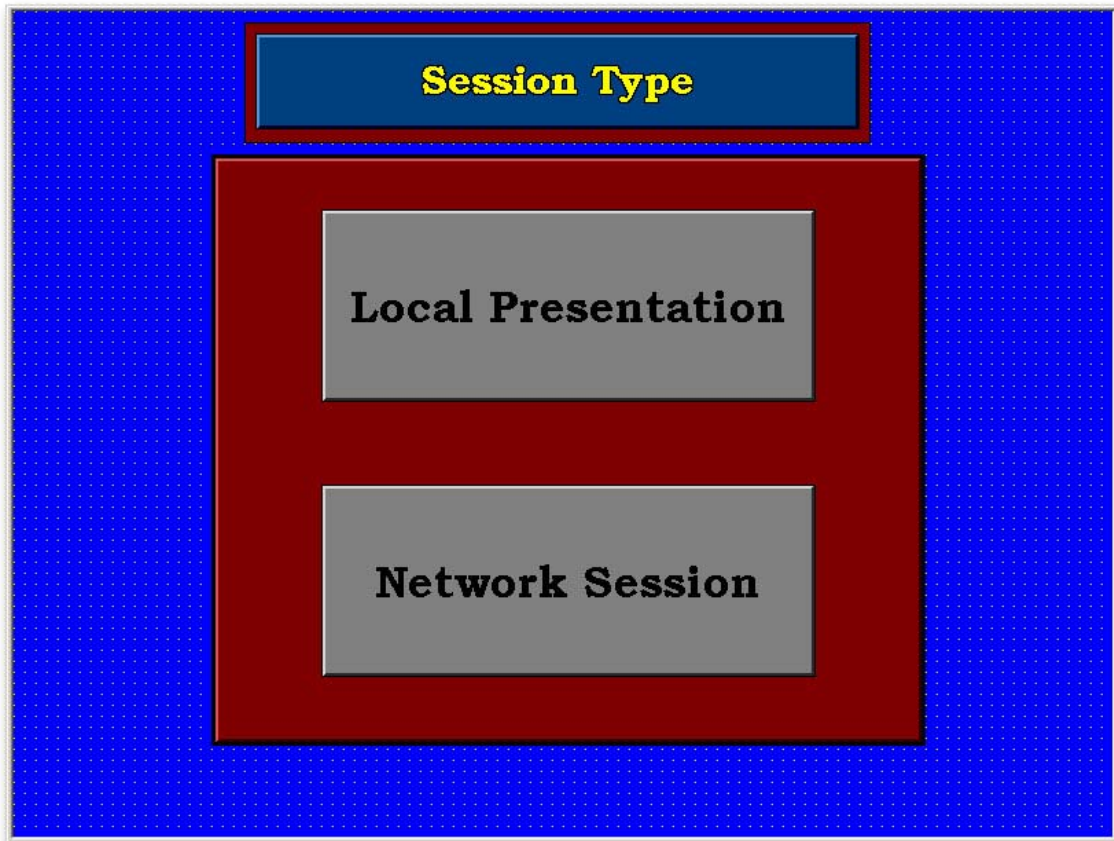
Touch the face of the panel and this screen should appear.



Touch the screen again to proceed.

Session Type

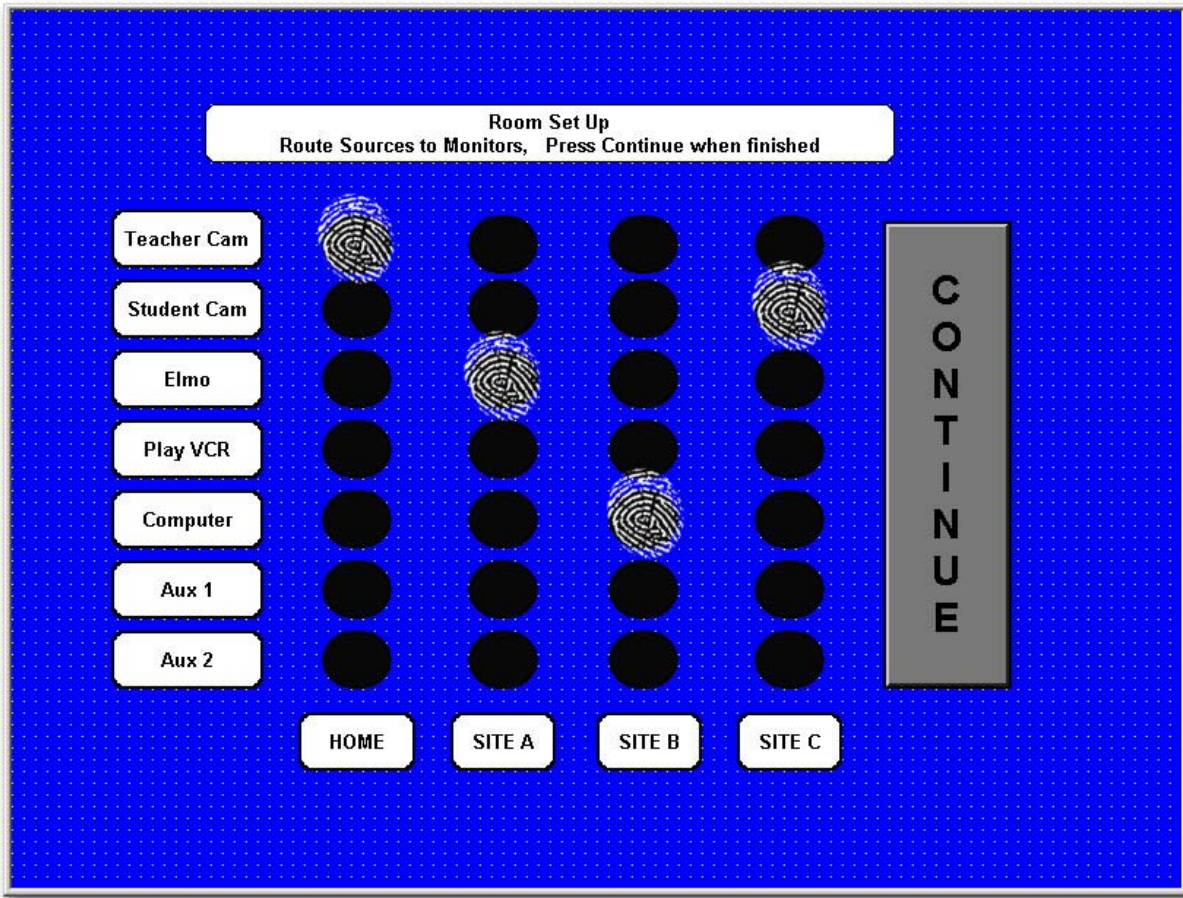
The screen below allows you to configure the room for a local presentation or a distance learning network session.



See the following two pages for information on selecting session type.

Session Type continued

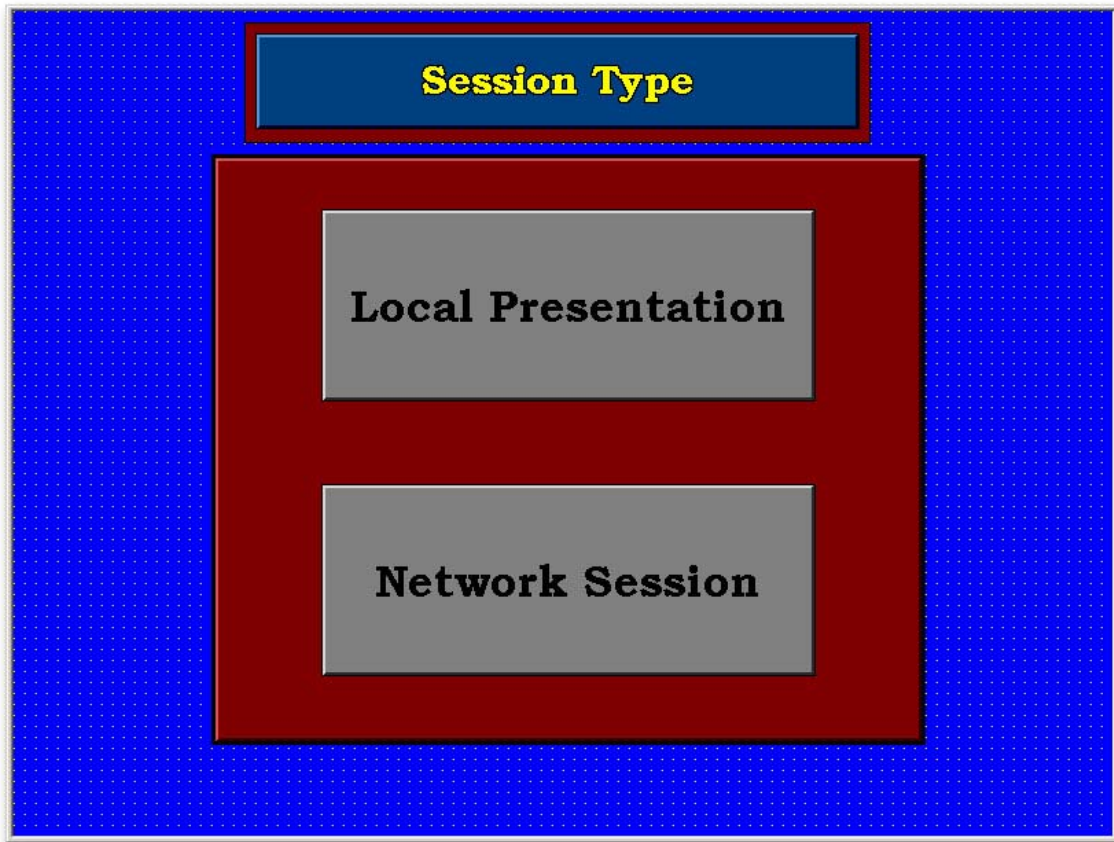
If you select Local Presentation you will proceed to the screen below.



The seven buttons at the left of the screen correspond to the video source options. The four buttons at the bottom correspond to the four monitors in the front and rear of the room.

In the example above, the fingerprints indicate which buttons have been pushed. The Teacher Camera will display on the HOME monitor. The Elmo will display on SITE A monitor. The Computer will display on Site B monitor. The Student Camera will display on SITE C monitor.

Session Type continued

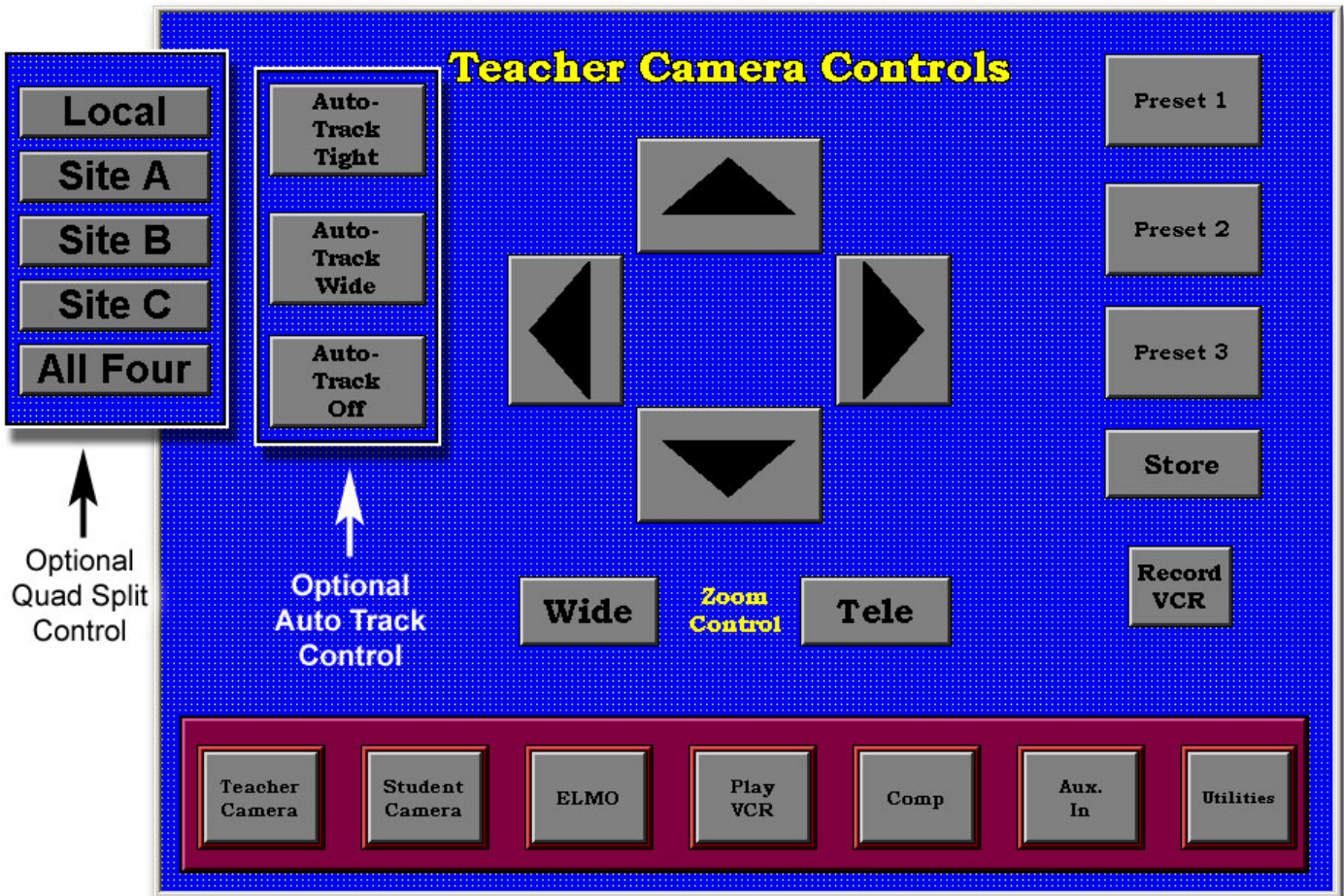


For a Distance Learning:

You must always select **Network Session** by touching that button on the screen.

Teacher Camera Controls

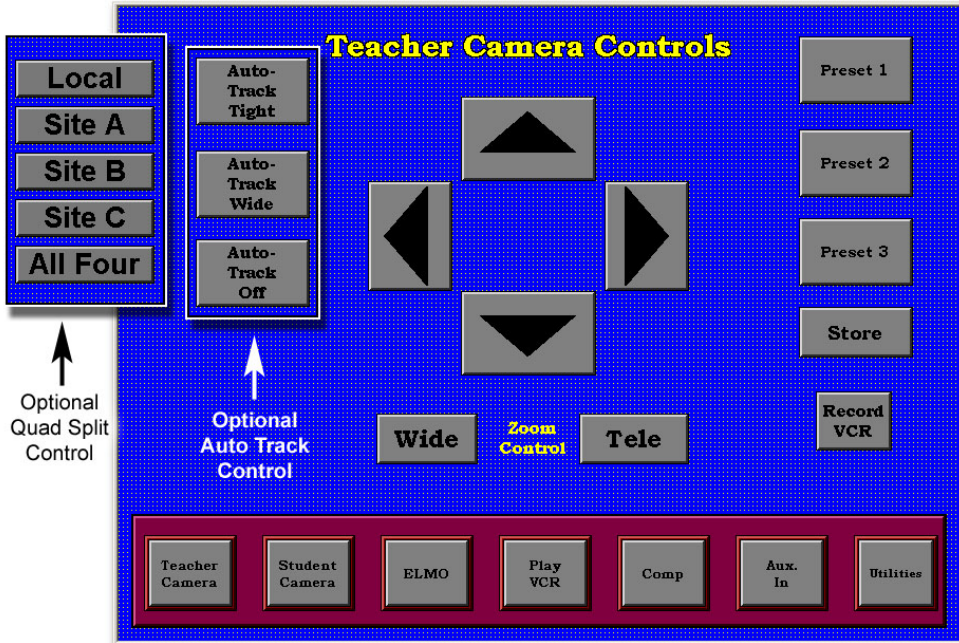
The Teacher Camera Control screen (shown below) appears as the default screen in both session types. Optional controls for **Quad Split** and **Auto Track** are shown.



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.

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 12 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 **Tele** to zoom the camera in tighter or **Wide** to zoom the camera out further.

Optional Quad Split Controls

Allow you to choose either an individual site to be transmitted and displayed full width on the home screen or all four sites together, displayed in a quad split.

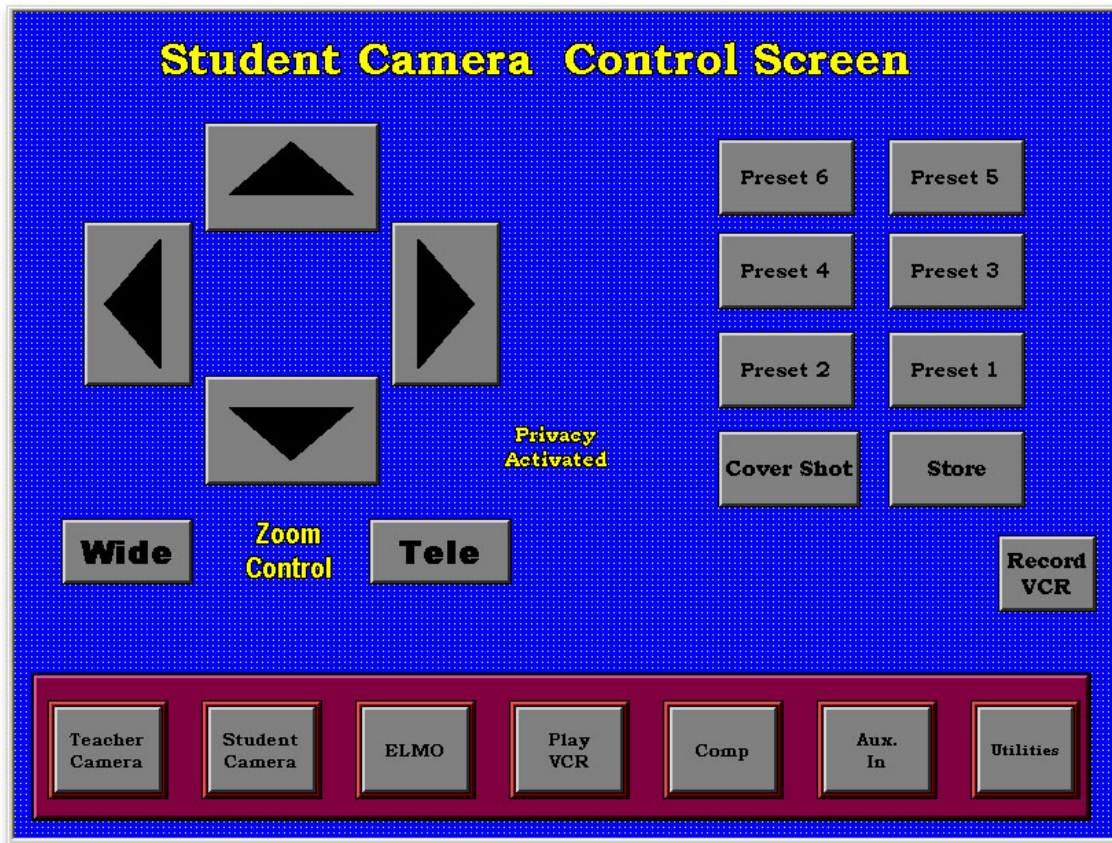
Optional Auto-track Controls

If Auto Track is installed see the [Teacher Camera](#) section of this guide for more information.

Tool Bar Buttons

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

Student Camera Controls



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 Shot

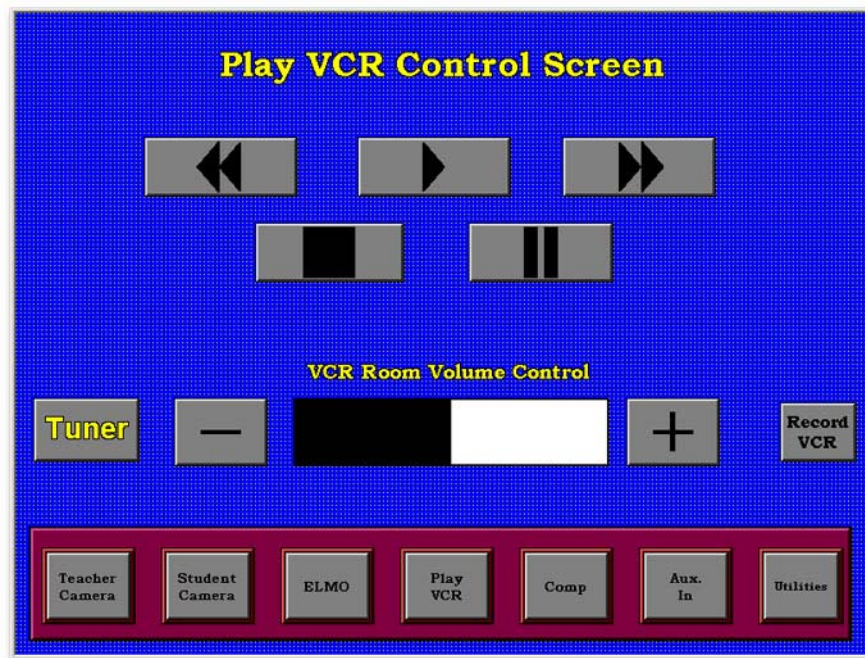
Is a special Preset that should be adjusted to a camera position that is **just wide enough** to allow all of the students to be seen in one shot.

Store

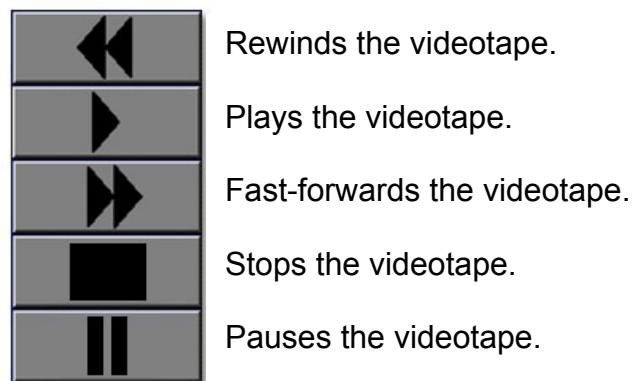
Is **only** used when establishing or changing presets. **It will erase previously established presets.** (For detailed information about establishing or changing camera position presets, see the **Presets** instructions beginning on page 12 of this section.)

Play VCR Control

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



Video Tape Controls



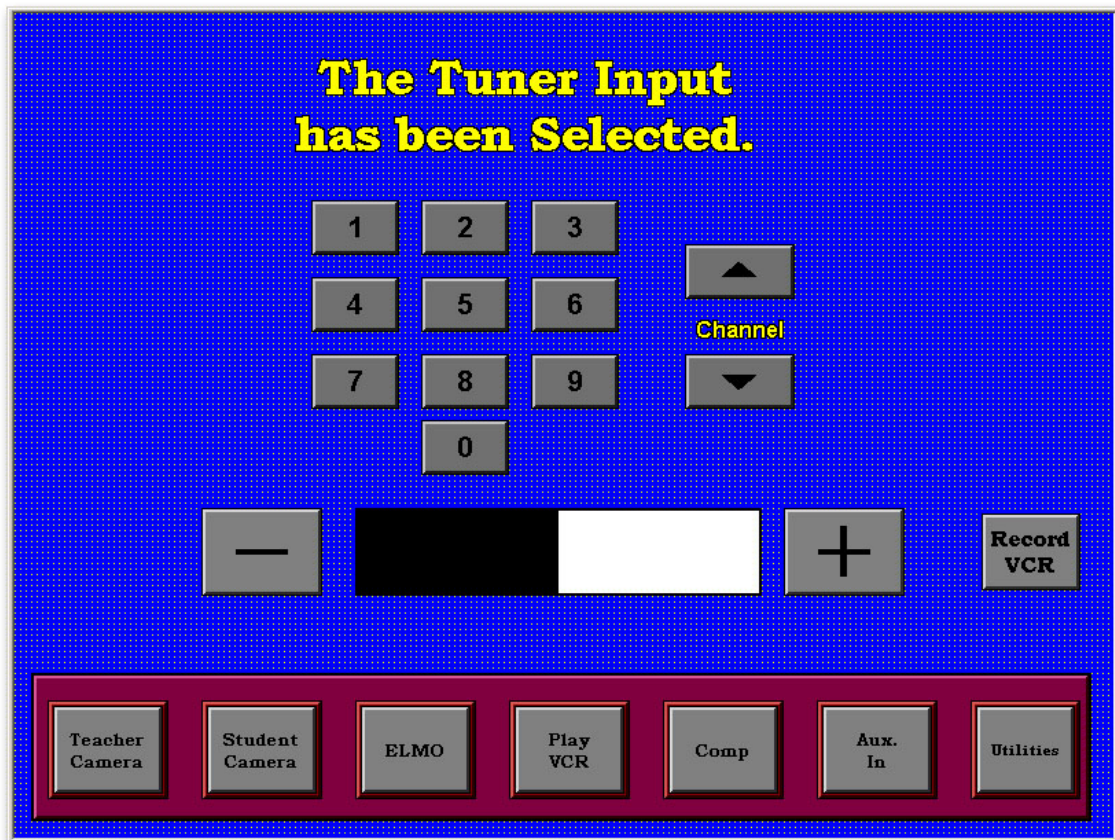
VCR Room Volume Control

The [+] and [-] buttons control the level of volume that you hear in your own classroom and transmit to the receiving classrooms.

Tuner

Accesses the screen to control cable TV connected to the classroom equipment (where applicable - see next page).

Optional Tuner Controls



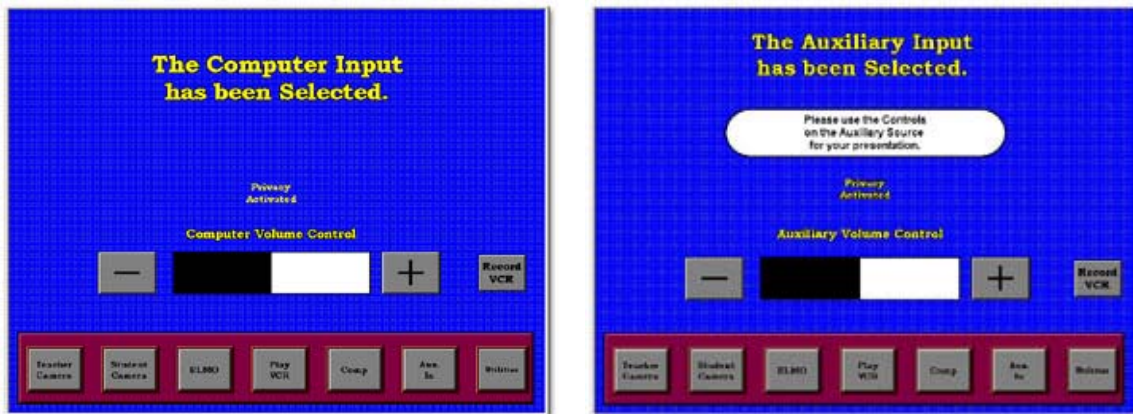
Tuner Controls

Controls are similar to remote controls for most TVs and VCRs.

Computer and Auxiliary Controls



When you select the computer or an auxiliary video source (such as a camcorder or additional VCR or DVD player), you will see one of these screens:



Computer – Auxiliary Volume

If you have an auxiliary audio source input into the rack, or if you have the computer selected, you will be able to control the volume from those sources at these screens.

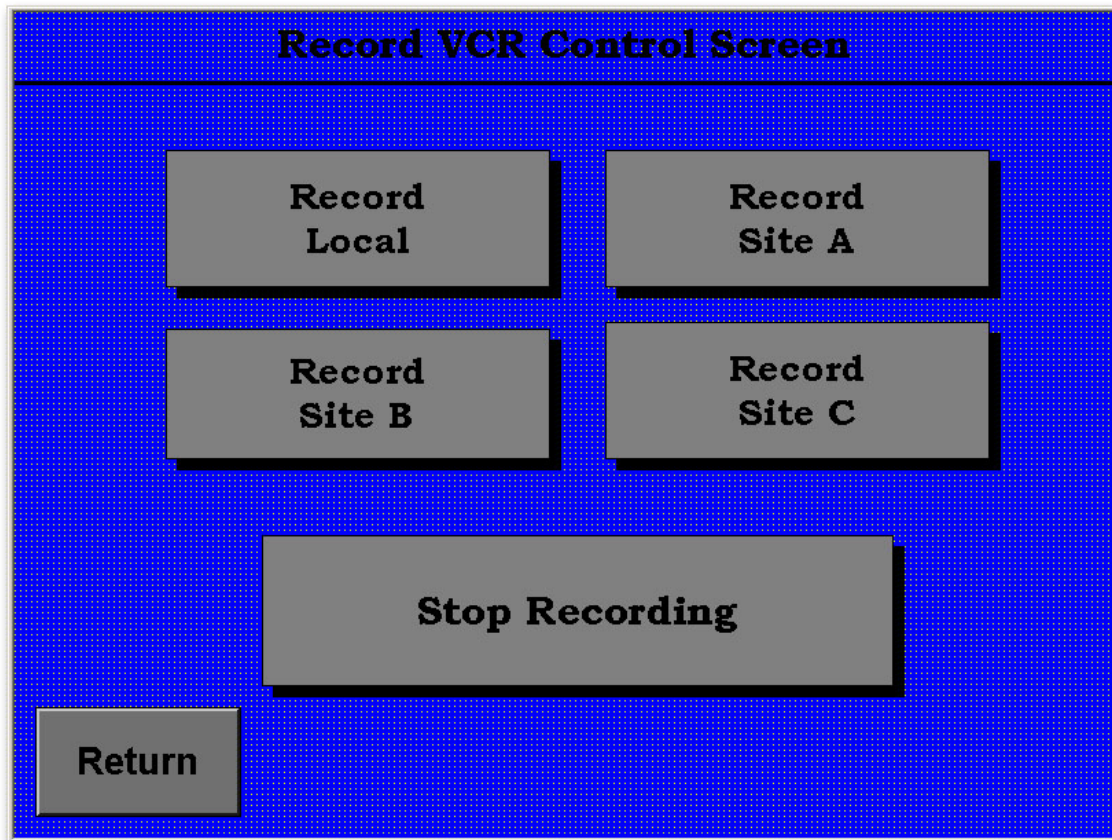
NOTE: If you excessively increase the volume levels, it may cause echo or other audio disturbances. (See page 11 for detailed information on volume control.)

If you adjust the output volume controls that are on the individual pieces of equipment (computer, camcorder, DVD, etc.), it will affect both the room volume and the transmitted audio level.

All other adjustments for the computer or auxiliary equipment should be made on the individual equipment.

Record VCR Controls

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



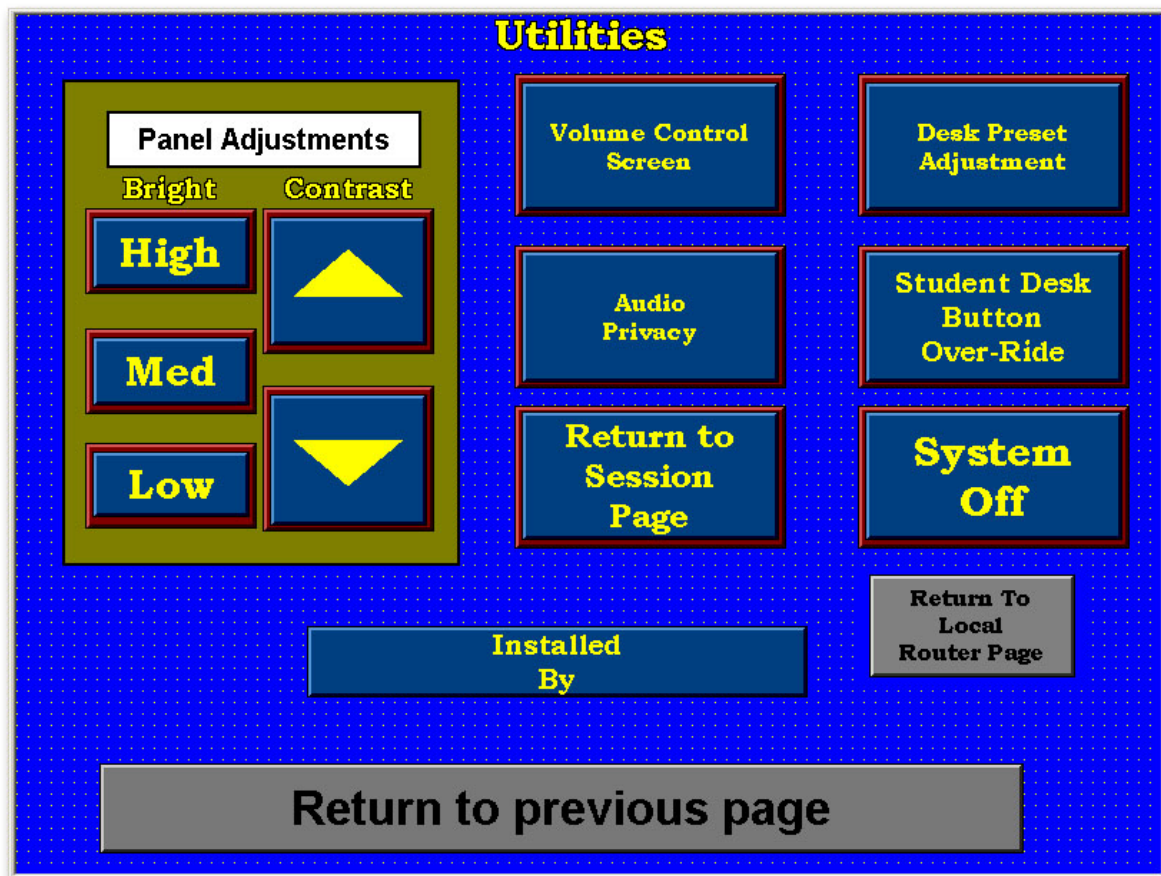
Site Recording Controls

Touch **Local**, **Site A**, **Site B**, or **Site C** to record the video from that 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 record only one video source at a time, you record **all audio from all sites in the cluster** onto the tape.

Utilities



Panel Adjustments

Allow you to control the brightness and contrast of the touch screen display.

Volume Control Screen

Will take you to the volume control screen where you can adjust *individual site volumes*. [See Important Note beginning on page 11.](#)

Audio Privacy

Touching **Audio Privacy** will turn off or on (depending on its position) all microphones in your room. You will still be able to hear remote sites, but they will not hear you. When activated, Audio Privacy will flash on the touch panel screen.

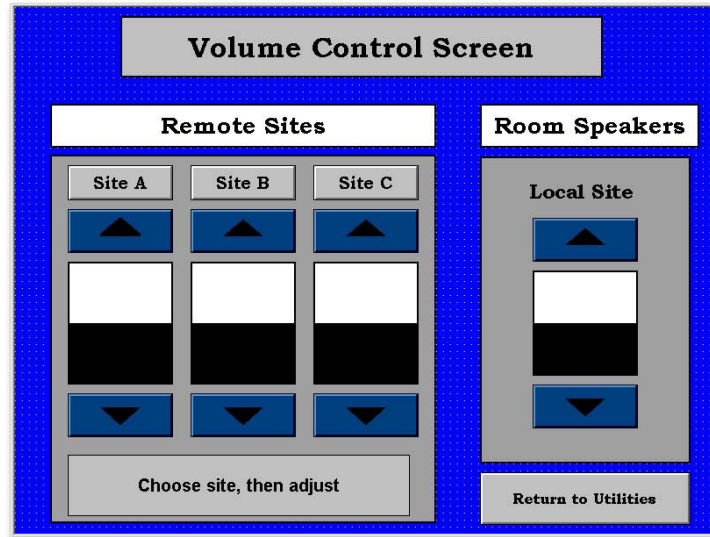
Desk Preset Adjustment

Will take you to the Student Microphone Presets screen.

Student Desk Button Over-Ride

Turns off student control of the push-to-view feature.

Volume Control Screen



Remote Sites

The incoming volume of each individual remote site can be adjusted with the controls under the appropriate label, **Site A**, **Site B**, or **Site C**. Adjustments are made with the [▲] up and down triangles.

Room Speakers

Are adjusted using the control bar on the right side of the touch panel.

Individual student and teacher microphones are automatically set in this room and volumes are reset to their default levels (50%) whenever the room is powered down. This is not the case in every school on the DL network. Some schools have manual control of their individual microphone volumes.

IMPORTANT NOTE REGARDING AUDIO ECHO

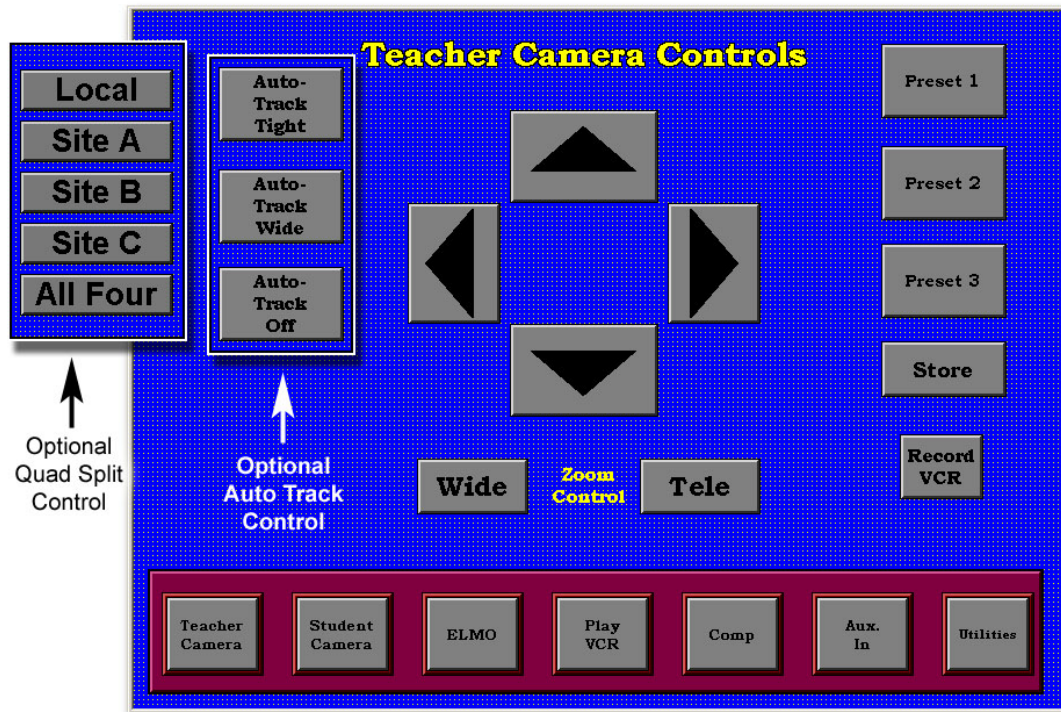
A common cause of echo is the excessive increase in site audio levels in an attempt to compensate for an individual who is speaking very softly and/or leaning back from his/her microphone.

The solution is to have the individual speak in a normal tone of voice and sit closer to the microphone.

If the individual is at a remote site that has individual microphone controls, you can request that the remote site increase **only** that microphone level. Please note that any adjustments you make to your volumes in your session may not work well in subsequent sessions.

Camera Presets

Presets allow the convenient and 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 three types of camera presets that can be established: Teacher Camera Presets, Student Camera Presets, and Student Microphone Presets. The procedure is similar in each case.

1. Teacher Camera Presets

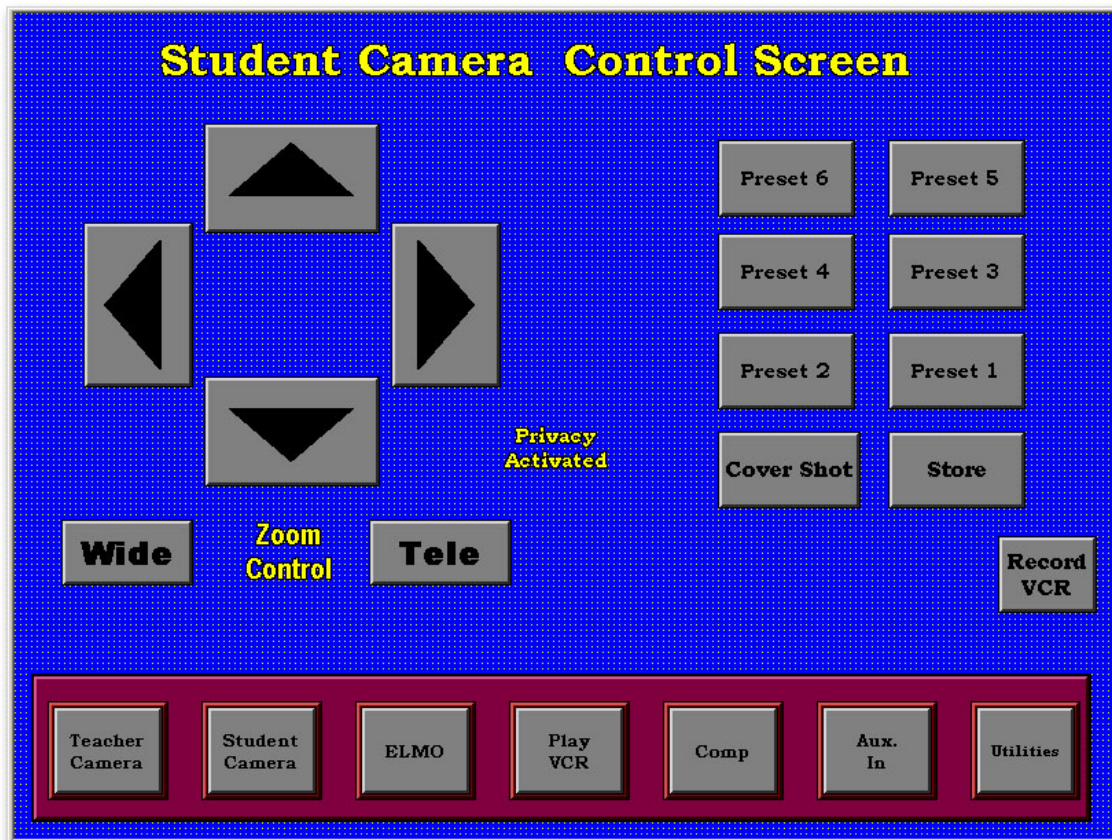
Note: **Preset 1** should be set as a fairly close shot of the instructor behind the teacher desk. However, Presets can be set to any camera shot based on your needs.

To establish or change a teacher camera preset:

- Select (press) one of the numbered **Preset** buttons.
- Pan, tilt, and zoom the camera to the shot that you want by using the triangles and the **Wide** and **Tele** buttons.
- Press **Store** holding it down a few seconds, **release**, press **Store** again and release.
- Press the same numbered **Preset** button again.

2. Student Camera Presets

The student camera presets are established so the teacher or the aide can select preset student camera views using the Student Camera Control screen on the touch panel.



To establish or change a student camera preset:

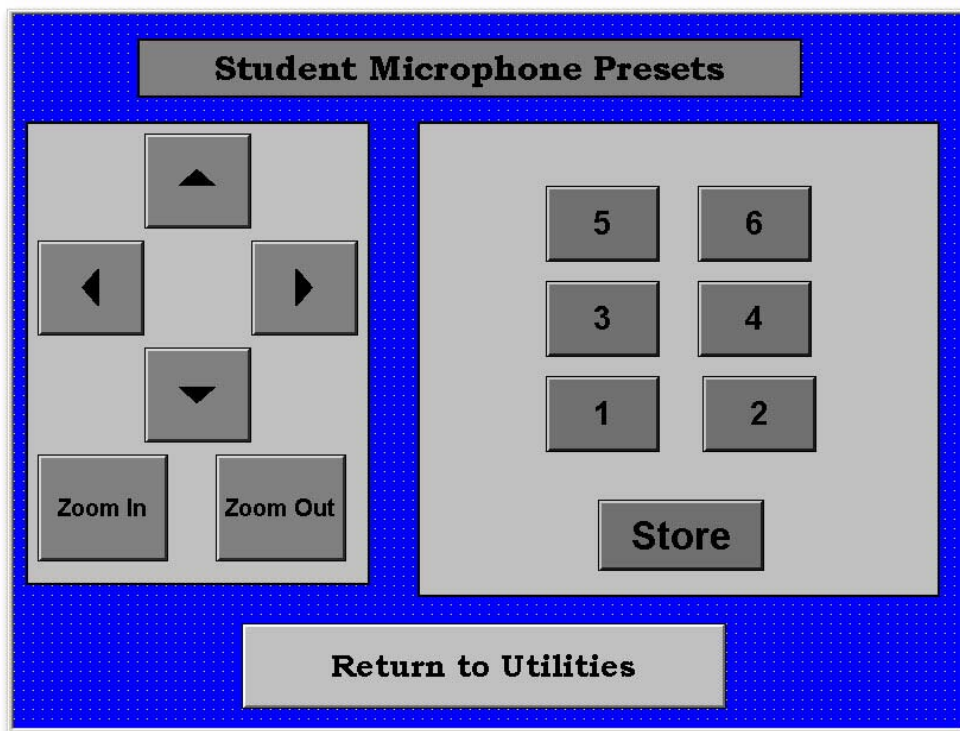
- Select (press) a Preset or Cover Shot at the right of the screen. The Cover Shot should be **just wide enough** to allow all students to be seen in one shot.
- Pan, tilt, and zoom the camera to the shot that you want by using the triangles and the **Wide** and **Tele** buttons.
- Press **Store** holding it down a few seconds, **release**, press **Store** again and release.
- Press that same numbered **Preset** button again.

3. Student Desk-button / Microphone Presets

The teacher or teaching assistant can select **Preset** close-ups of students from the touch panel.

Students can press a button on their microphone that will automatically change the student camera view to their **Preset** close-up.

Student Control of this feature can be activated or deactivated at any time at the discretion of the teacher. (See Disable Student Microphone Buttons on page 11 of this guide.)



To establish or change an **Individual Microphone Preset**:

- A. Select (press) the appropriate numbered **Individual Microphone Preset** button at the right of the screen corresponding to the student position.
- B. Pan, tilt, and zoom the camera so that the view is properly adjusted.
- C. Press **Store**, holding it down a few seconds, **release**, press **Store** again and release.
- D. Press that same numbered **Preset** button again.