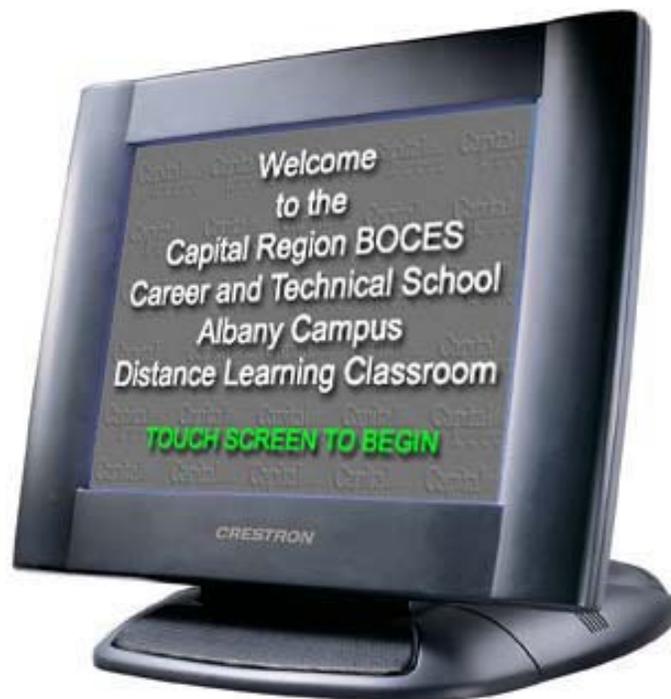


Capital Region BOCES  
Career and Technical Education Ctr.

Distance Learning / Videoconferencing  
Classroom

Touch Panel Controls

Model TPS 4500 (B)





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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.

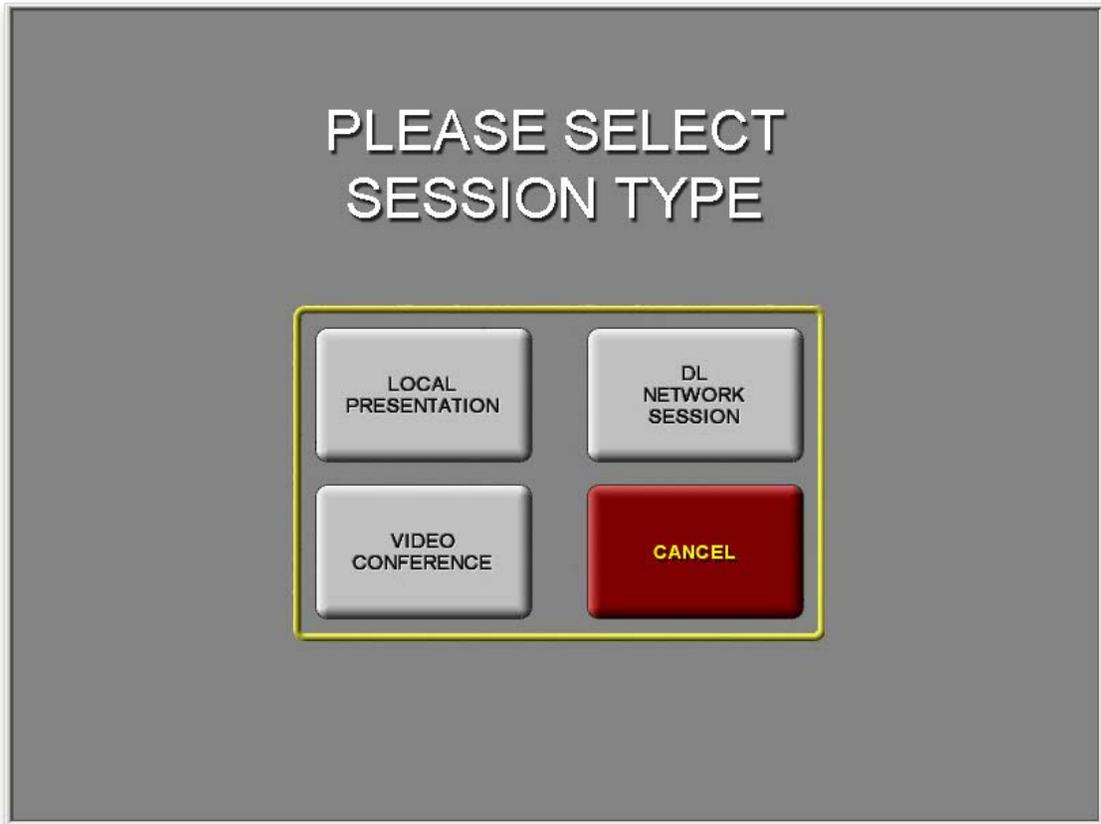


Touch the screen again to proceed.

---

## Session Type

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



**Local Presentation:** This session type does not involve any transmitting or receiving.

**DL Network Session:** This session type involves classes or conferences arranged through and prescheduled by the Distance Learning support staff. Connections are made through the dedicated fiber optic Distance Learning Network.

**Video Conference:** This session type involves remote participants or a content provider with videoconferencing equipment. Connections are made using **IP** (Internet Protocol) or **ISDN** (Integrated Services Digital Network) technologies.

If you are unsure of the session type to use please contact the **Help Desk**.

---

# System Initializing

The system will take between 30 seconds and one minute to initialize, depending on the type of session you have selected.

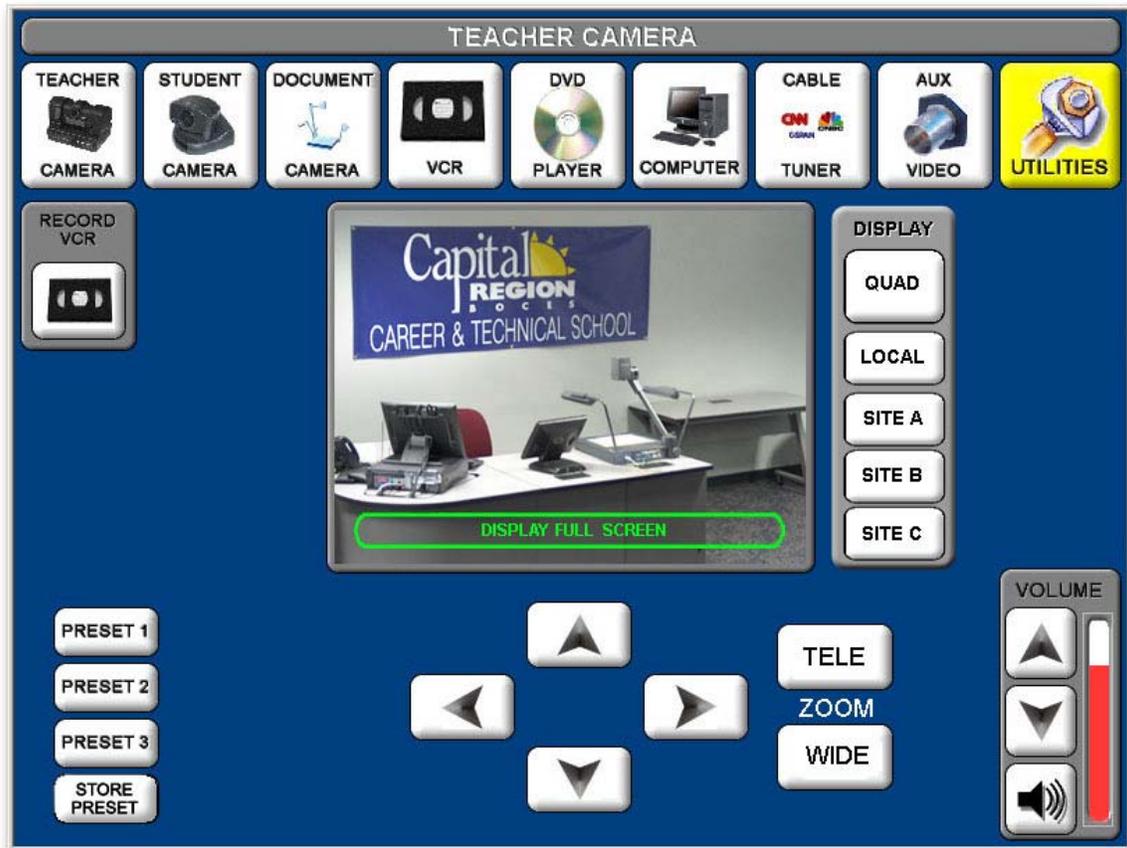
Please Wait  
System Initializing



---

# Teacher Camera Controls

The Teacher Camera Control screen (shown below) appears as the default screen in all session types.



On most screens the video shown in the center box of the touch screen represents the transmitted video.

Touching the green area in the center box that reads “DISPLAY FULL SCREEN” will fill the touch screen with the video representation of your transmitted signal. To return the screen to normal control function, touch the full video image anywhere on the screen.

The buttons across the top 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



## **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” or “WIDE” to adjust the camera view.

## **Volume Control**

Allows you to increase or decrease the overall volume of the received audio in your room.

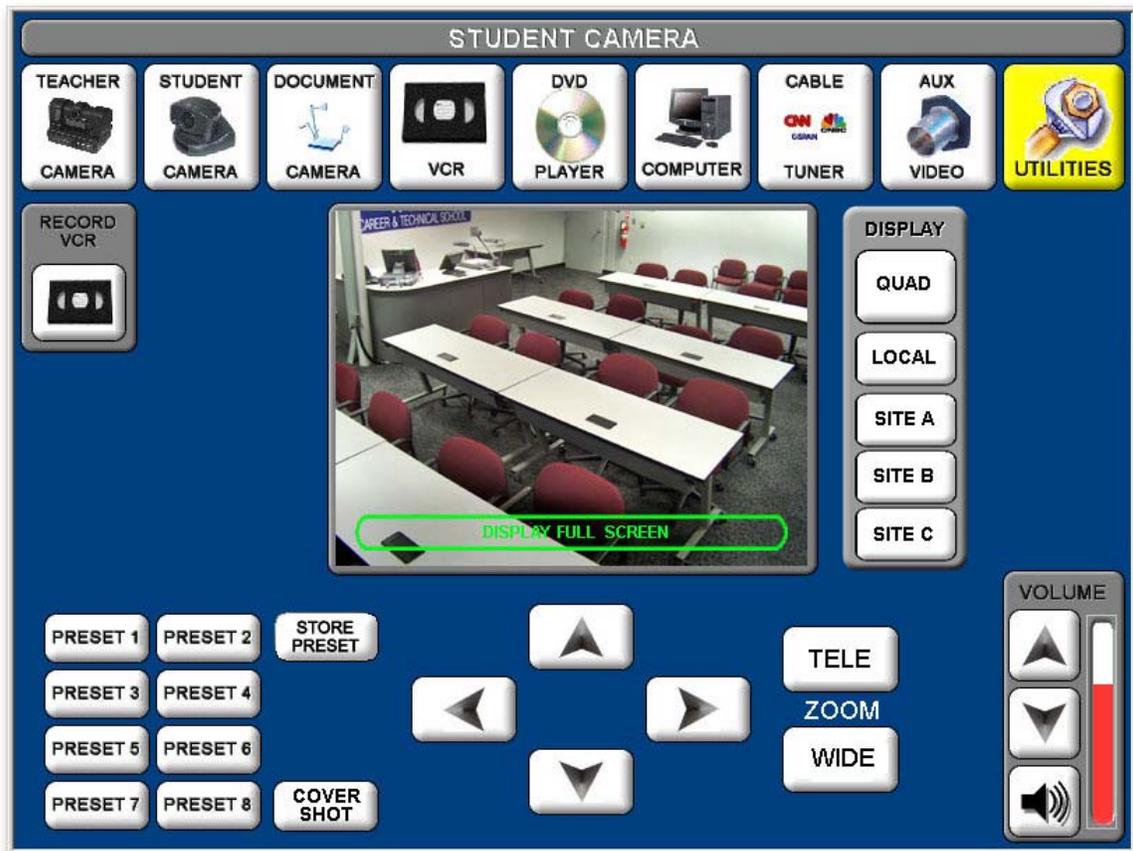
## **Preset Controls**

Will quickly move the camera to pre-established settings. (See notes below on storing presets.)

## **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 Preset

Is *only* used when establishing or changing a preset. [It will erase previously established presets.](#)

---

# Play VCR Control

The Play VCR is a combination DVD/VCR and is the top unit of the two located in the teacher podium.



## Video Tape Controls

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

## VCR Room Volume Control

The Up and Down Triangle buttons control the level of volume that you hear in your own classroom.

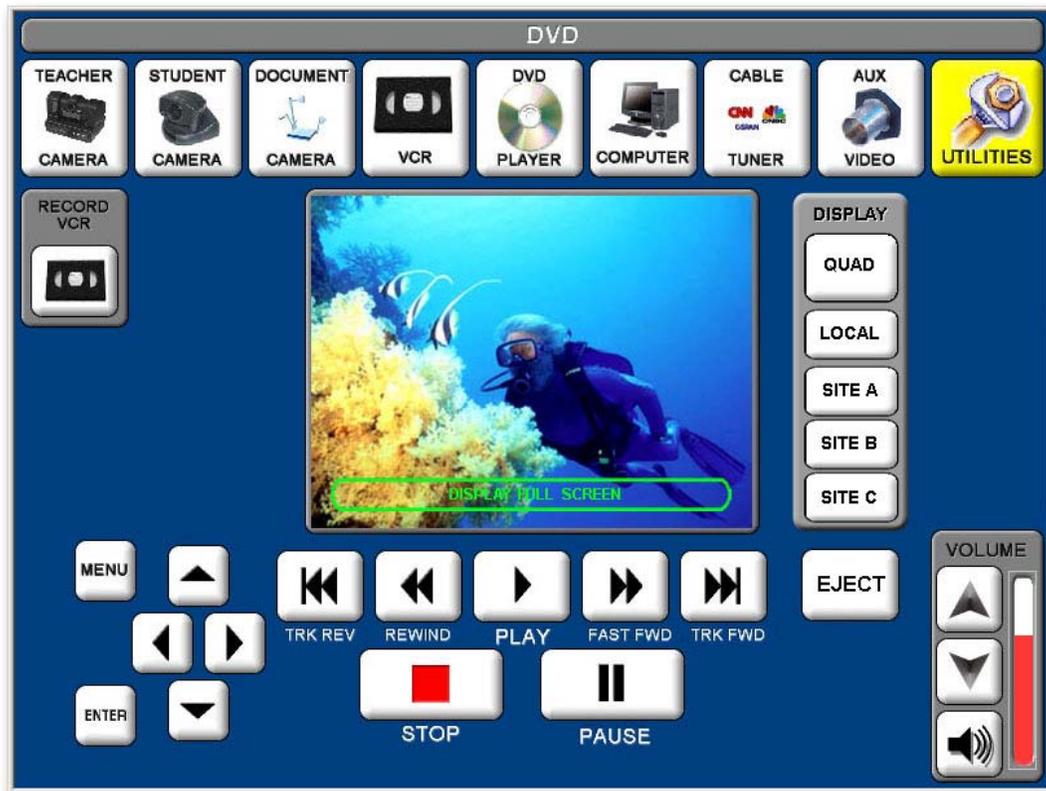
## Cable Tuner

Accesses the screen to control cable TV connected to the classroom equipment (where applicable - see page 20).

---

# DVD Control

The DVD is the combination DVD/VCR located uppermost in the teacher podium.



## **DVD Controls**

The DVD controls are similar to the VCR controls. There are additional buttons for shuttling the track back (TRK REV) or forward (TRK FWD).

## **MENU Controls**

There are controls at the bottom left of the screen that will allow you to access the DVD MENU.

Press MENU, then using the up, down, right and left buttons you can navigate the on-screen menu.

Press ENTER to select the MENU item you highlight.

## **VCR Room Volume Control**

The Up and Down Triangle buttons control the level of volume that you hear in your own classroom.

# Optional Tuner Controls

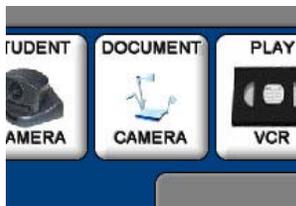


## Tuner Controls

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

The channel number is displayed in the oval to the left of the channel up/down control.

# Document Camera (ELMO) Controls



From the upper row of buttons on the touch screen select Document Camera.

The power switch on the ELMO must be on.



Zoom, Focus and Lamp adjustments can be made either on the touch screen or directly on the document camera control pad.

Use the lower light for transparencies.

Using the upper light may give your document image more contrast and make it easier to read.

See important note on fonts and image size beginning on page 30.

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# 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 be able to control some of the functions of that equipment from the touch screen.

## **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. \(See page 24 for detailed information on volume control.\)](#)

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 vcr units located in the teacher podium.



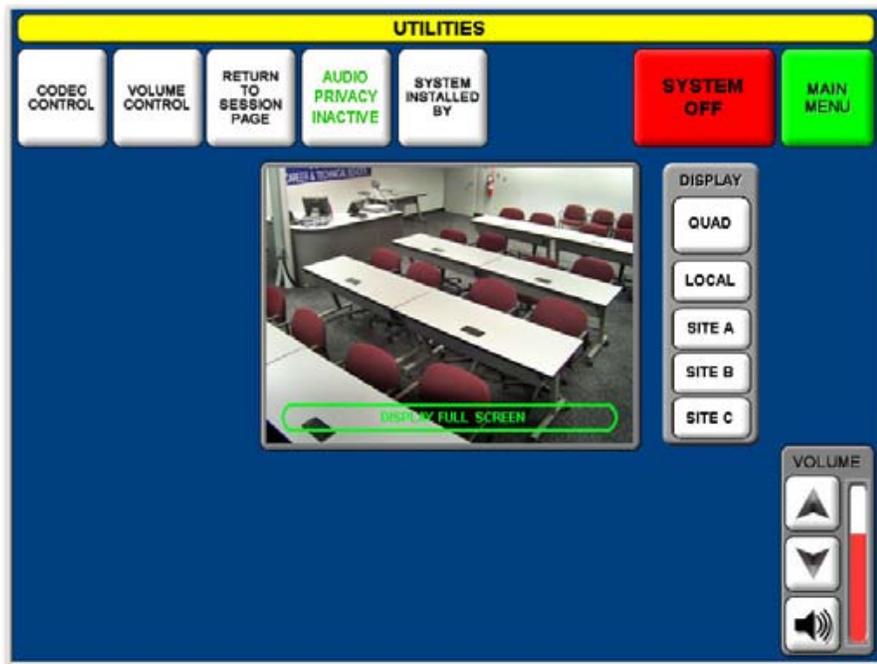
## Site Recording Controls

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



## CODEC CONTROL

Will take you to a screen where you can set up a videoconferencing session. (For information regarding Videoconferencing, which is different than “Dedicated Fiber Distance Learning,” see page 26.)

## Volume Control

Will take you to the volume control screen where you can adjust *individual site volumes*. See [Important Note on page 25](#).

## Audio Privacy

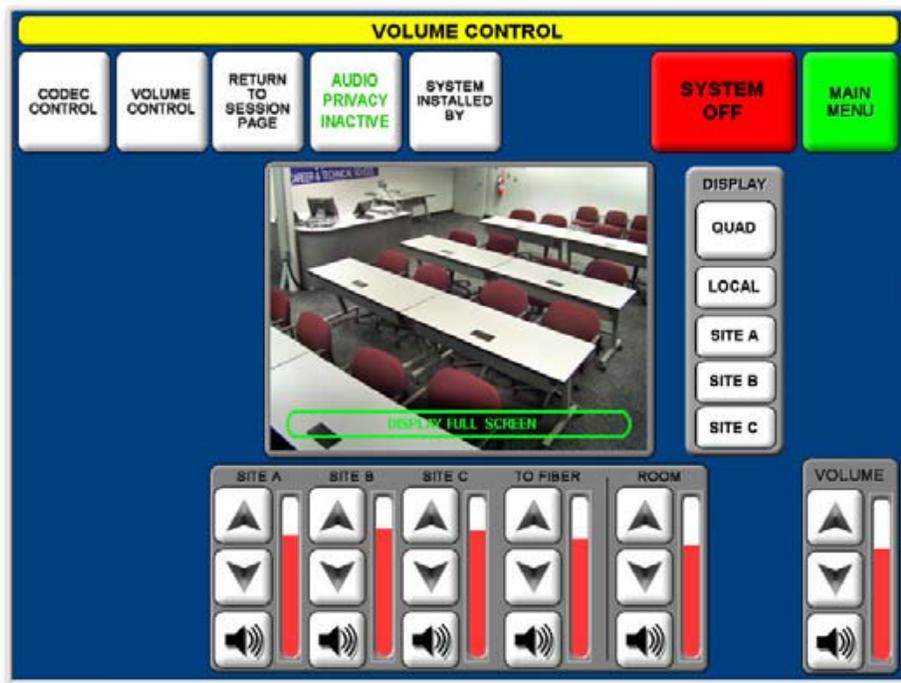
Touching “**AUDIO PRIVACY**” will (depending on its position) either activate or deactivate all microphones in your room. You will still be able to hear remote sites, but they will not hear you. When activated, “**AUDIO PRIVACY ACTIVATED**” will flash on the touch panel screen.

## **IMPORTANT NOTE REGARDING TURNING YOUR “SYSTEM OFF”**

The EPSON video projector bulb is very expensive (**over \$600.00**) and it has a limited number of life hours.

When you are completely done with your session (no matter what type session it is,) please select “UTILITIES” and then “**SYSTEM OFF.**”

# Volume Control Screen



## SITE VOLUMES

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.

## TO FIBER

Allows you to increase the audio level that you **transmit** to other sites.

## ROOM

Allows you to adjust the volume going to your room speakers amplifier.

## 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. It is important 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.

**If you have any trouble** adjusting volume please contact the **DL Help Desk**.

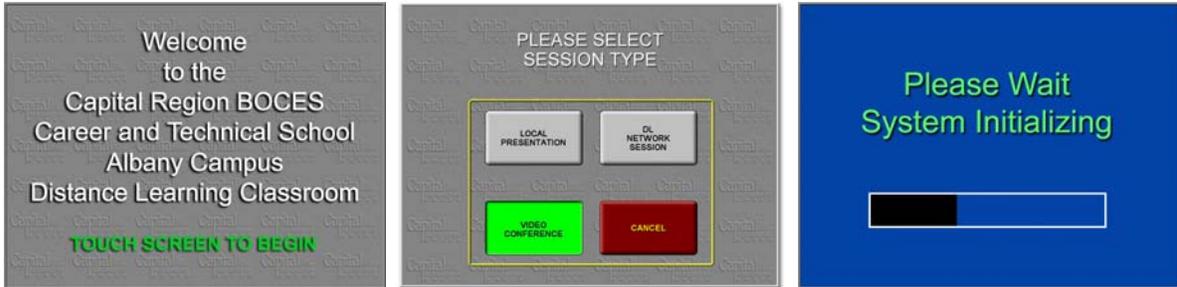
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# Videoconferencing

In the Capital Region BOCES CTE - DL / Videoconferencing Room

More information on videoconferencing is available on the Videoconferencing Services website: <http://vc.neric.org/>

Many of the touch screen functions for distance learning, videoconferencing and local presentation are exactly the same or very similar.



For Videoconferencing select “Video Conference” on the Session Type Page.

If you are initiating an IP videoconference call from this room you can call out by selecting “Utilities” and then “Codec Control.”



Use the keypad in the lower left of the screen to navigate the Polycom call menu. Use the number pad to enter the IP address that you wish to connect to.