
Glens Falls
Distance Learning Classroom

Touch Panel User Guide

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Welcome Screen

You may see the Welcome Screen as your first screen if the system had been shut down after the last session.

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

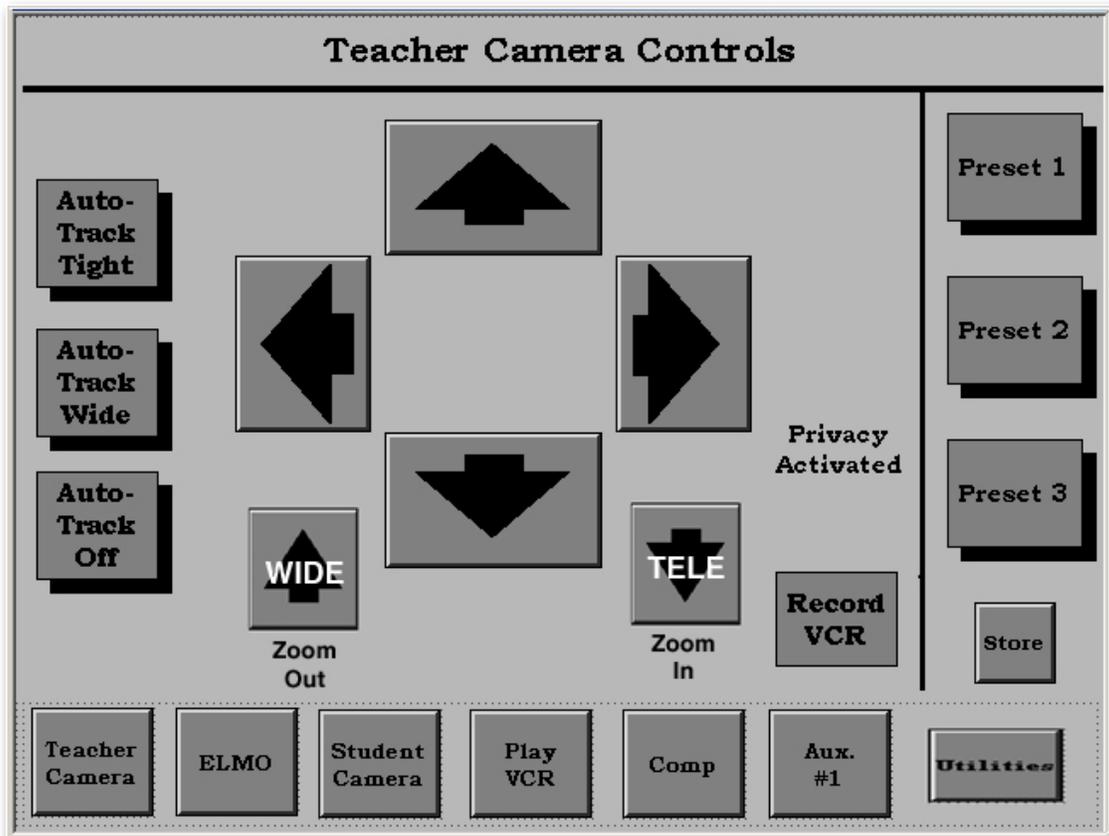
Touch the face of the panel and this screen should appear.



Touch the screen again to proceed.

Teacher Camera Controls

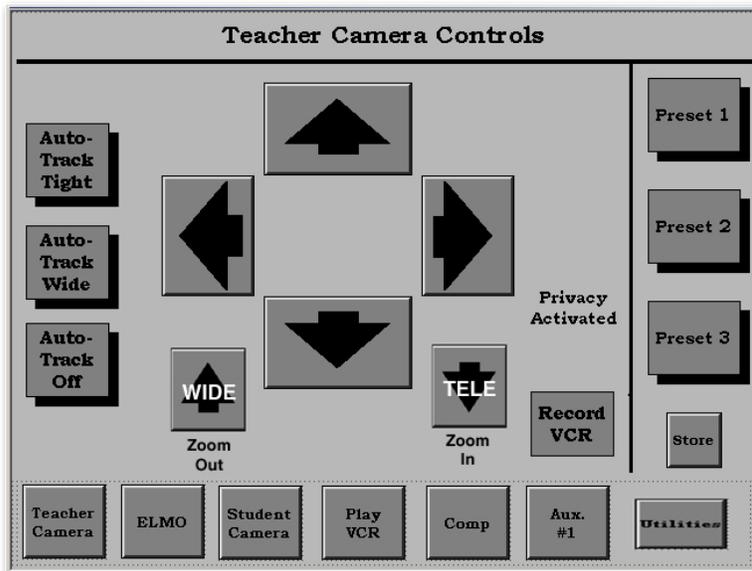
The Teacher Camera Control screen (shown below) appears as the default screen.



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.

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 [**TELE**] to zoom the camera in tighter or [**WIDE**] to zoom the camera out further.

Auto-track Controls

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

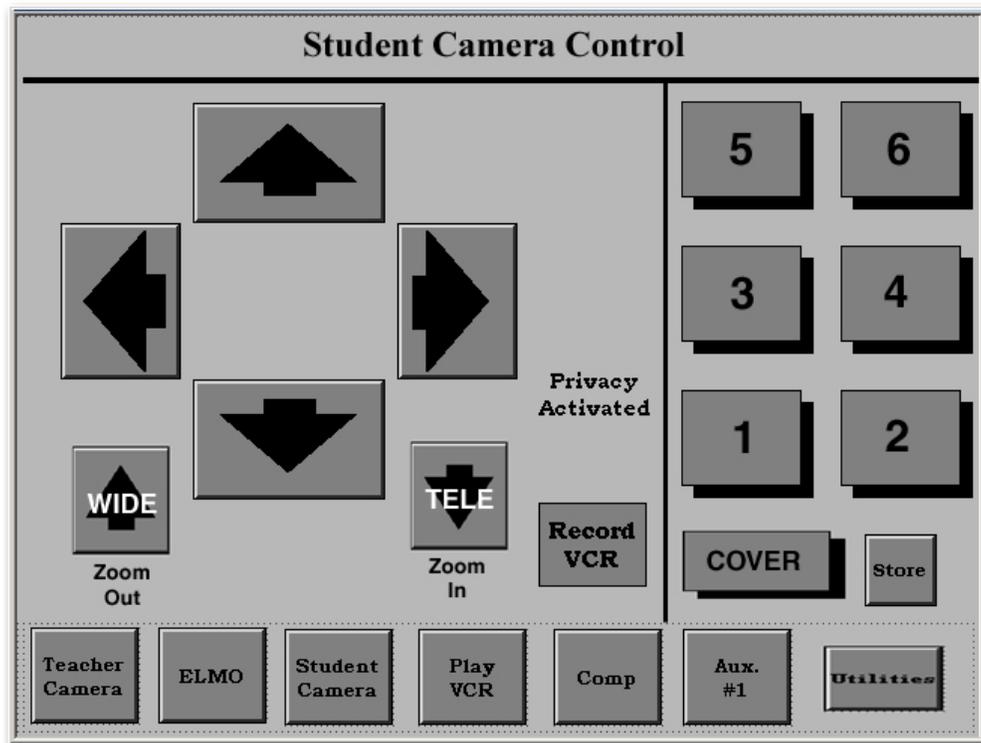
Record VCR will take you to the control screen for the lower of the two VCRs in the equipment rack at the teacher's podium.

Utilities will take you to the control screen from which you can access the **Volume** and other controls.

Tool Bar Buttons

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

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.

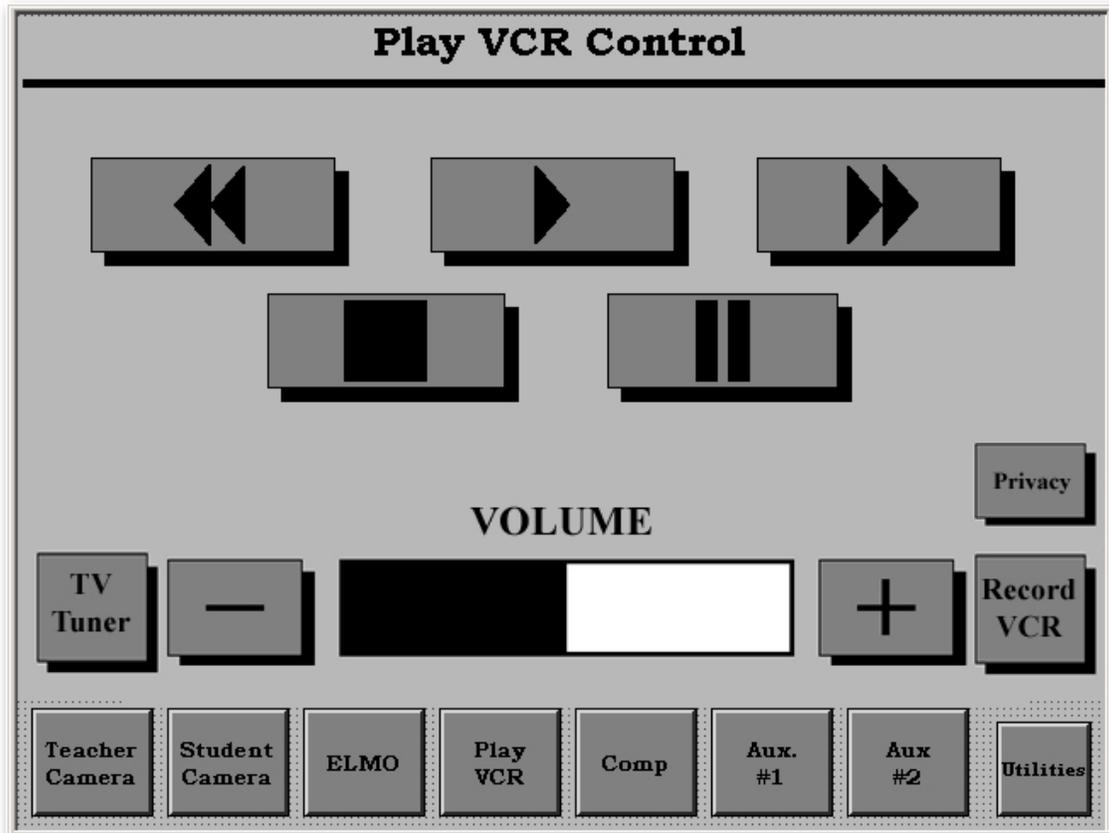
Cover is a special Preset that should be adjusted to a camera position that is [just wide enough](#) to allow all of the students to be seen in one shot (see page 12).

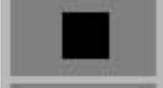
Record VCR will take you to control screen for the lower of the two VCRs in the equipment rack at the teacher's podium.

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.)

Play VCR Control Screen

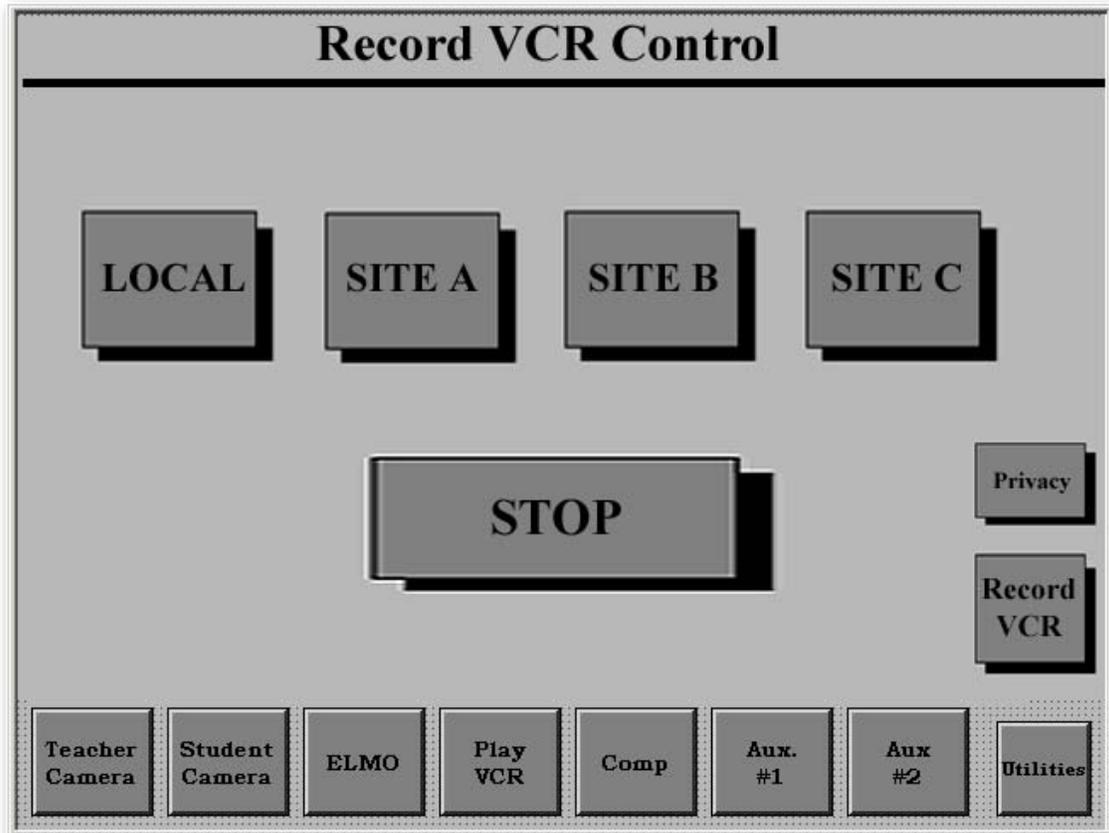
The Play VCR is the top VCR of the two located in the teacher podium.



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

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.

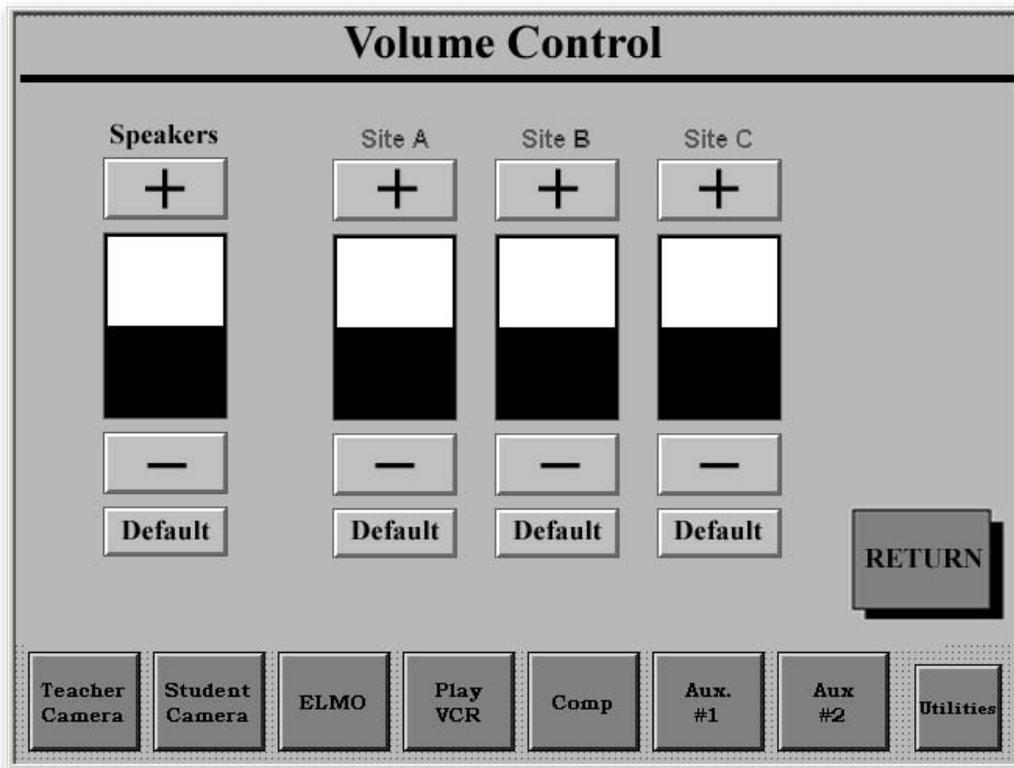
Site Recording Controls

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.

Volume Control Screen



Speakers control the overall volume in the room.

Sites A, B and C

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 [+] and [-] buttons.

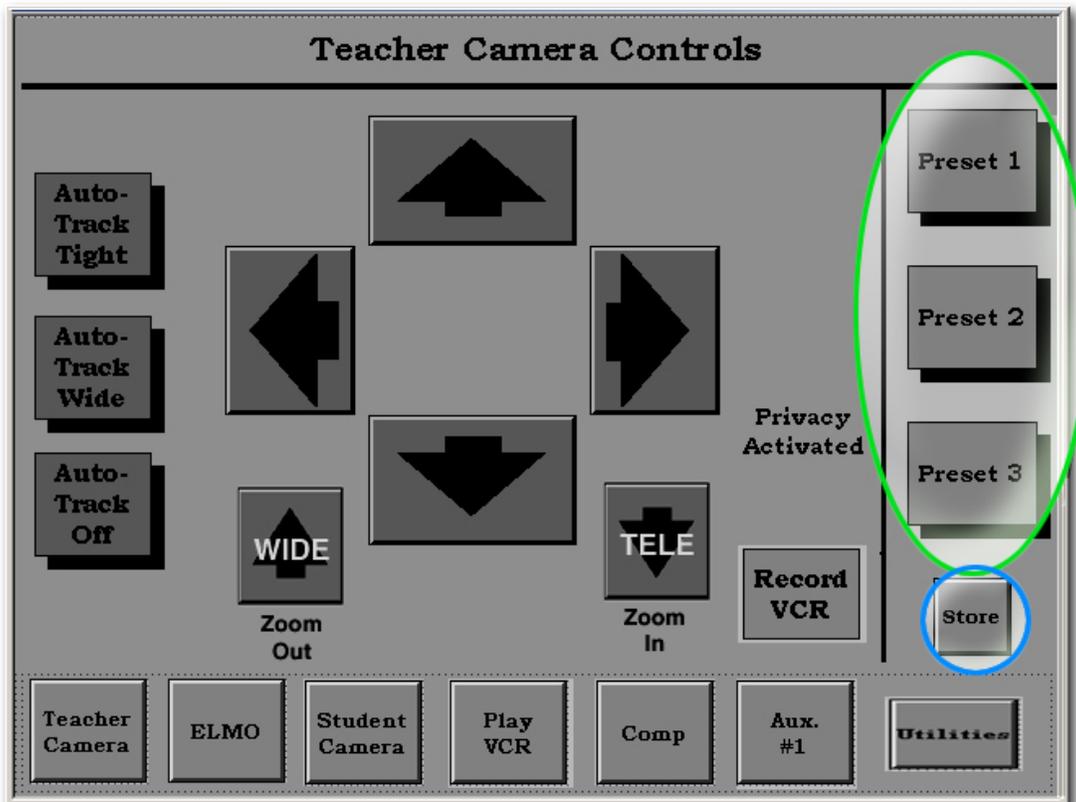
IMPORTANT NOTE REGARDING AUDIO ECHO

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 their 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 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 [**WIDE**] and Zoom [**TELE**] buttons.
- Press **Store** illustrated in the blue circle.
- Press that same **Preset** button again.

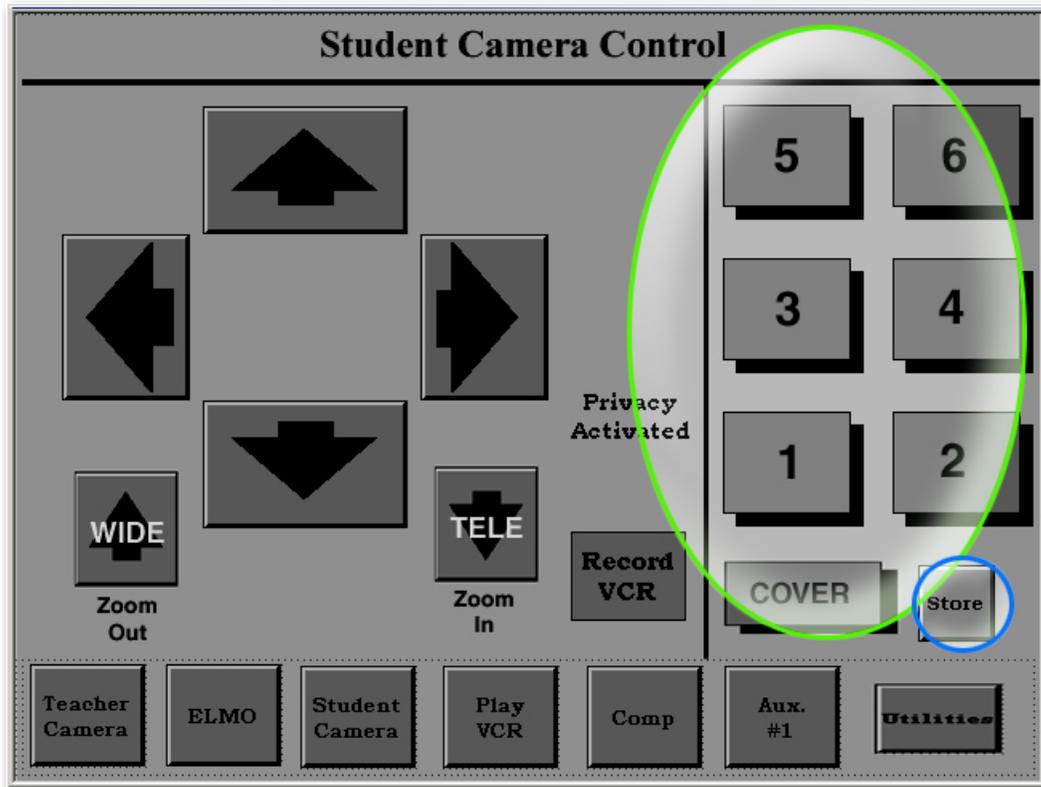
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2. Student Camera Presets



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 [**WIDE**] and Zoom [**TELE**] buttons.
- C. Press **Store**, *illustrated in the blue circle*.
- D. Press that same **Preset** button again.