
Mohonasen High School

Distance Learning Classroom

Touch Panel User Guide

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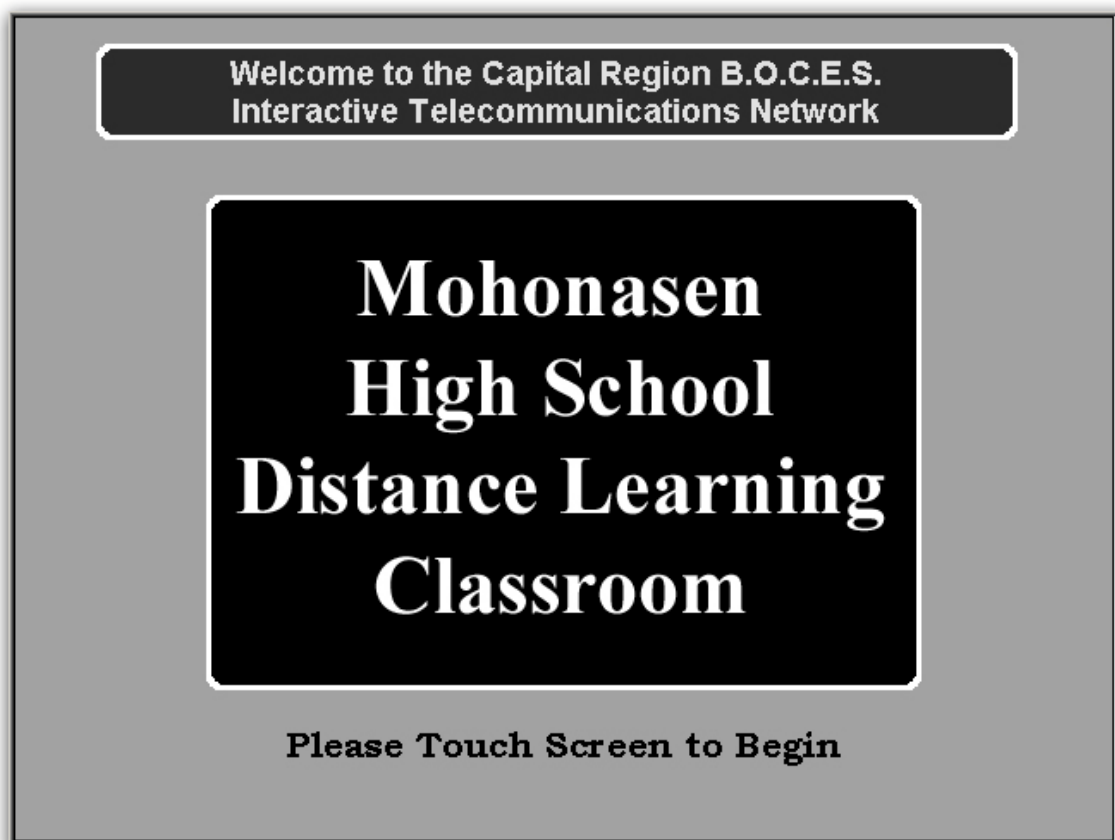
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Welcome Screen

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.

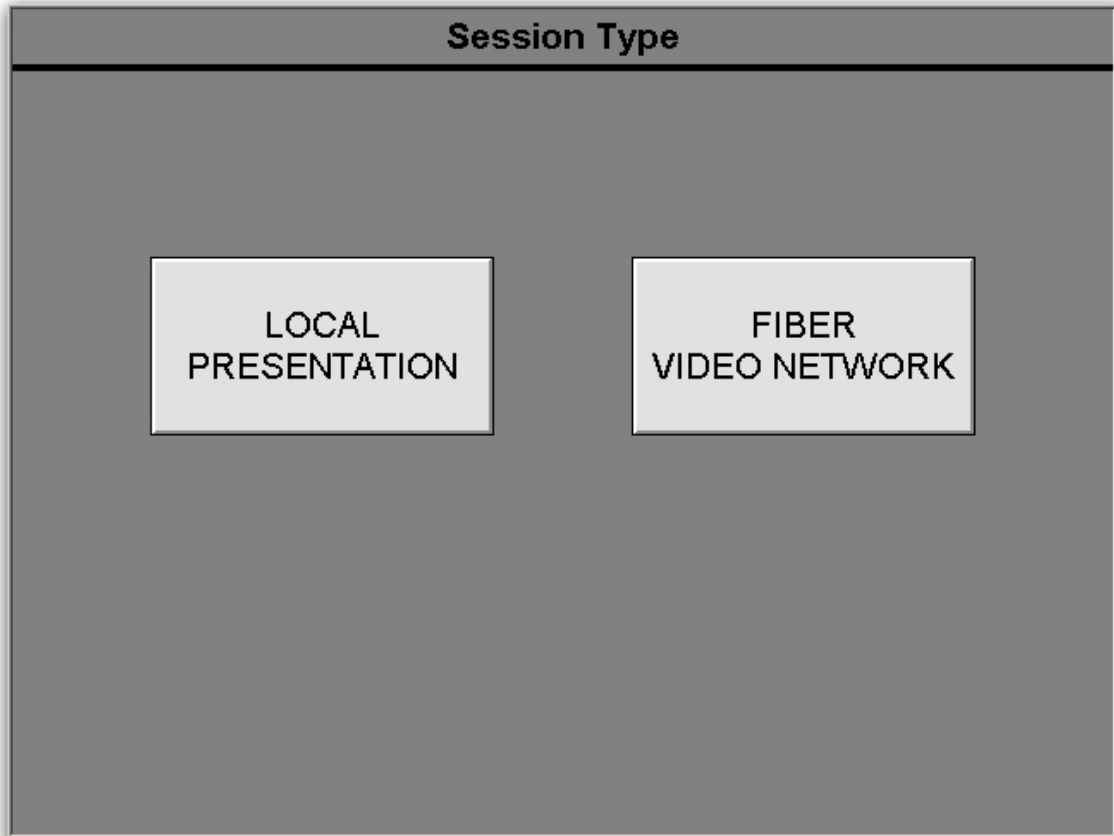
Touch the face of the panel and this screen should appear.



Touch the screen again to proceed.

Session Type

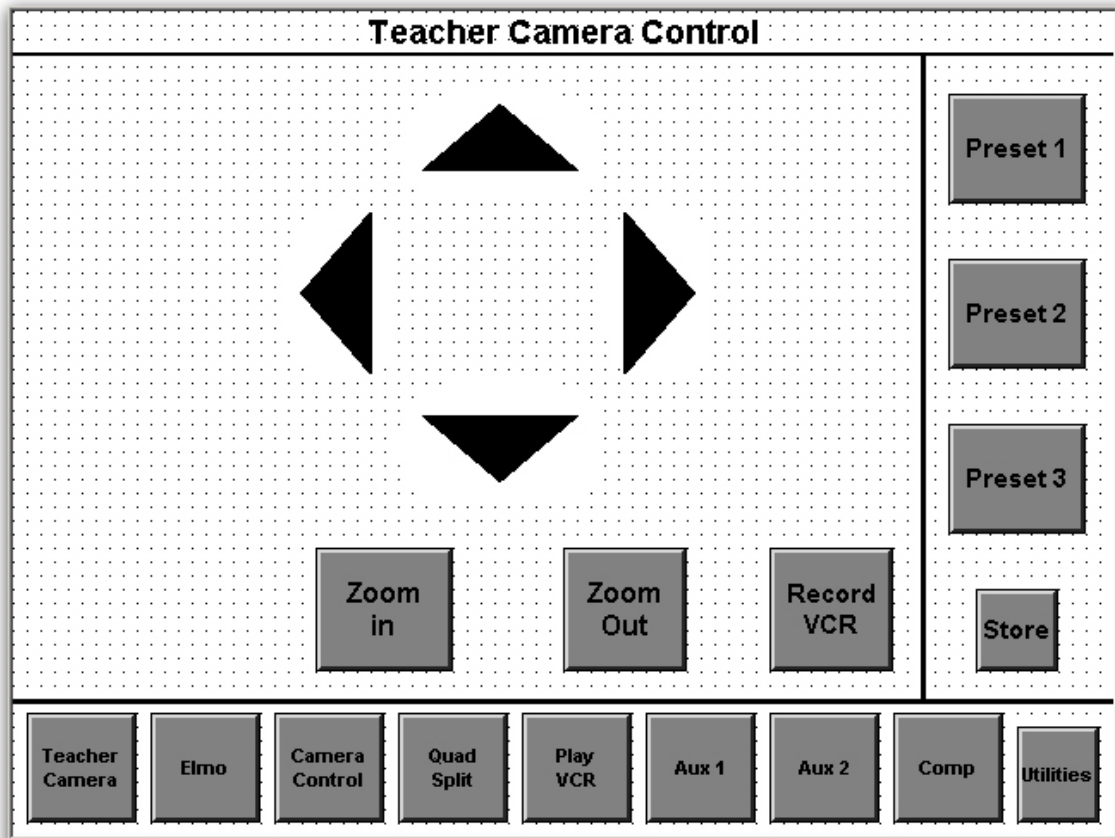
For a distance learning session, select **Fiber Network Session** by touching that button on the Session Type screen.



You will automatically proceed to the next screen.

Teacher Camera Controls

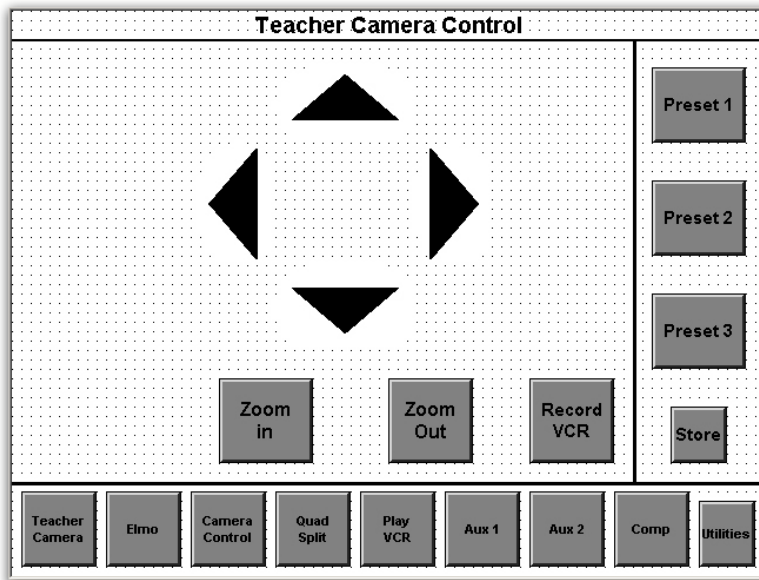
The Teacher Camera Control screen (shown below) appears as the default screen.



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 13 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.

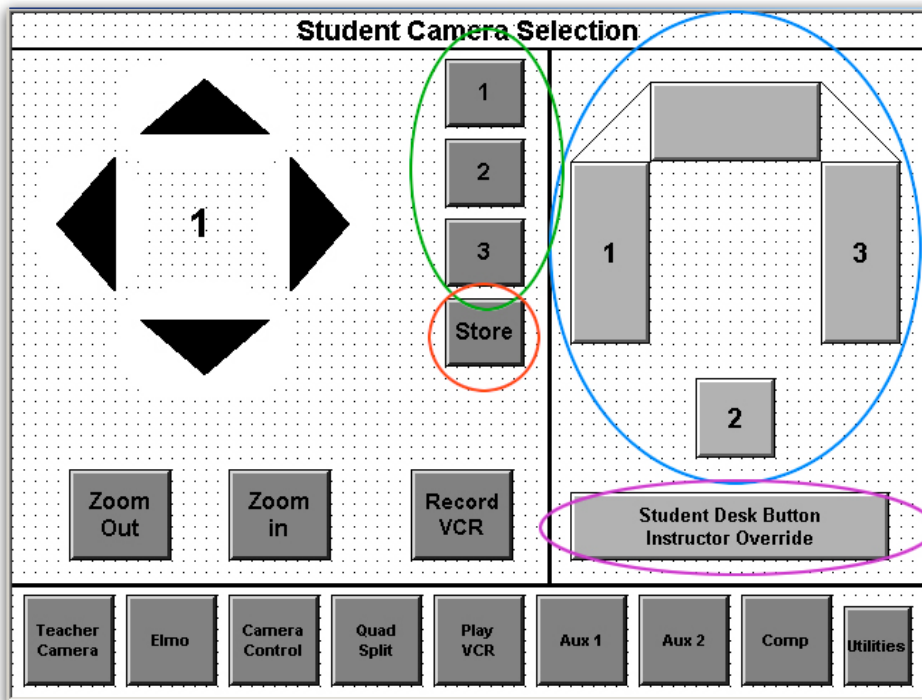
Zoom Controls

Touch **Zoom In** to zoom the camera in tighter or **Zoom Out** to zoom the camera out further.

Tool Bar Buttons

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

Camera Control



Pan / Tilt / Zoom Controls

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

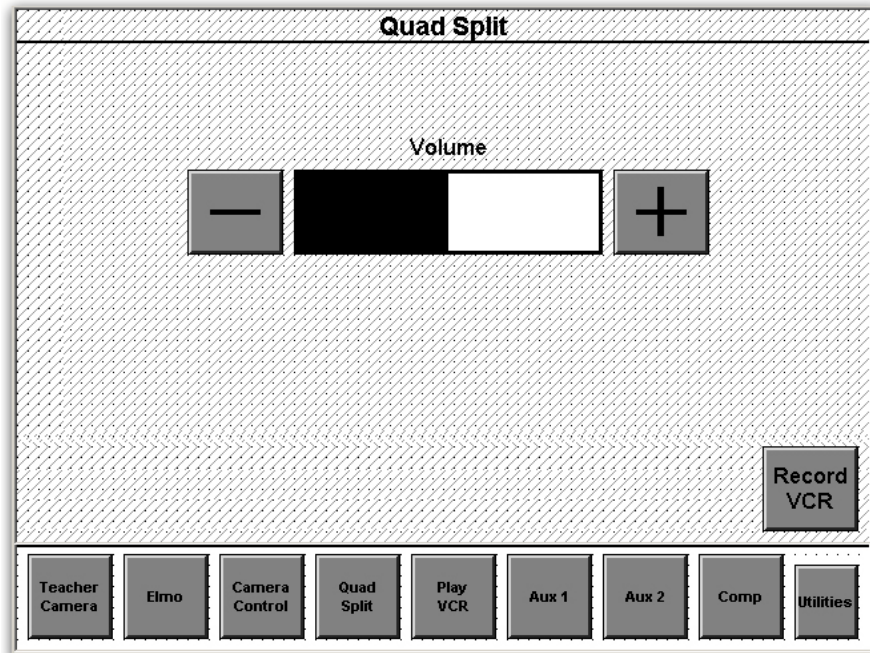
Numbers 1, 2, and 3 (in the blue oval) on the right of the screen correspond to the three student cameras. When you select one of the student cameras (by touching the icon), the control for that camera will appear on the left of the screen.


The numbered buttons in the vertical column (in the green oval) near the center of the screen are designed to be preset to either tight shots of individual students or group shots, just wide enough to fit in that group. Three preset views can be established for each student camera. These presets are then selectable full screen options at this screen. (See "Presets" beginning on page 13.)

The "Student Desk Button Instructor Override" (in the violet oval) will deactivate the buttons on the student microphones that allow each student to have the student camera focus directly on him/her individually.

Store (in the red circle) 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 13 of this section.)

Quad Display Control



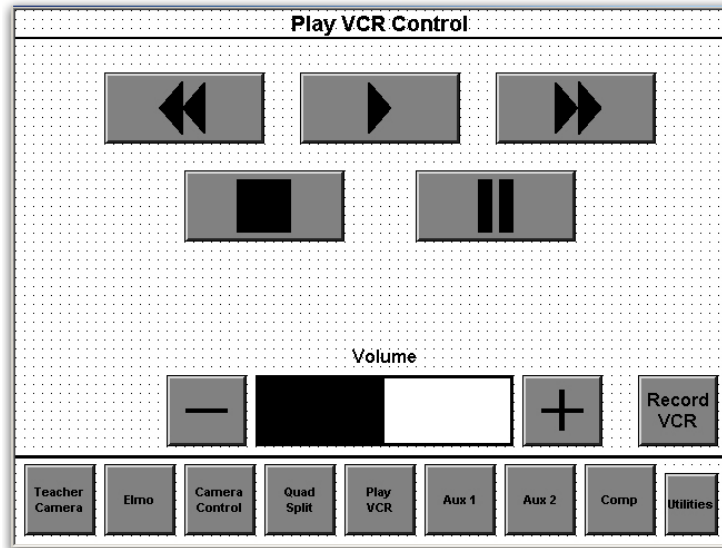
When you select  the primary view that you transmit (the only view if you are not the host site) will be divided into four quadrants. The quadrants are made up of the three student camera views (see page 6 for setting student camera views) and the teacher camera view (page 5.)

While the quad split option offers the teacher or aide the convenience of having all the students on the screen at the same time, it creates the situation where each view is only 25% normal size.

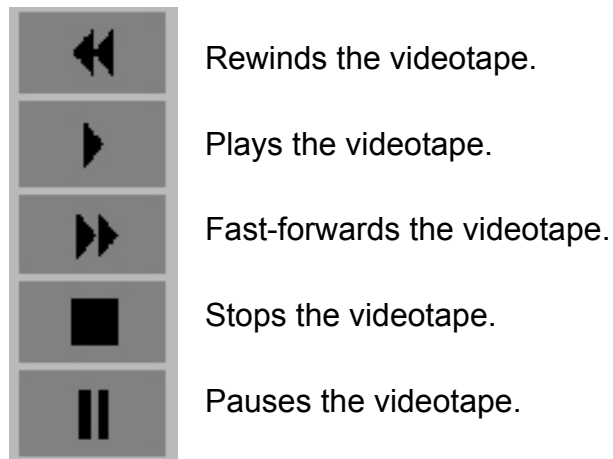
A teacher or students at another site in your session may find it difficult to see or relate to the quarter sized images from across the room. This is even more likely to be a problem if the individual camera views are set too wide. It is always important to set up your camera shots as tight as possible and even more important if you choose to select **Quad Split**.

Play VCR Control

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



Video Tape Controls



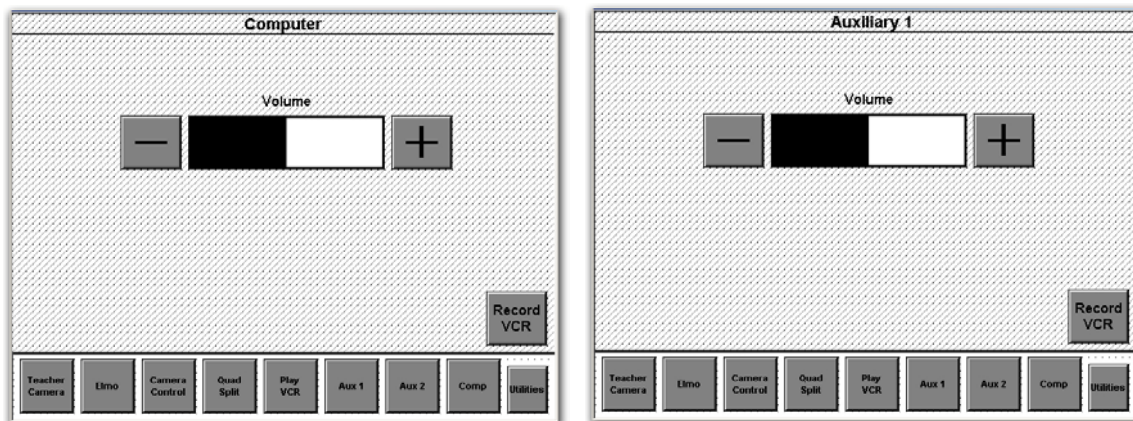
Volume controls the level of volume that you hear locally.

Record VCR will take you to controls for the

Computer and Auxiliary Controls



When you select the computer or an auxiliary video source (such as a camcorder 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.

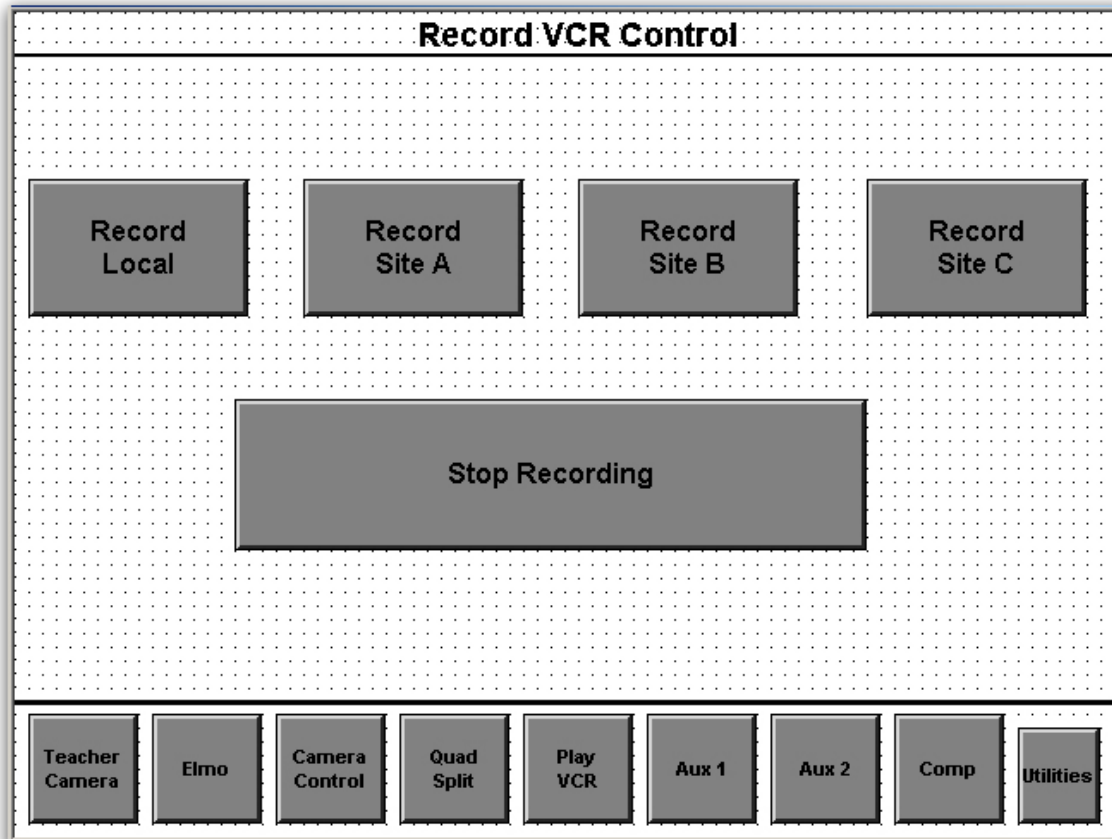
NOTE: If you excessively increase the volume levels it may cause echo or other audio disturbances. (See page 12 for detailed information on volume control.)

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 at the individual equipment.

Record VCR Controls

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



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

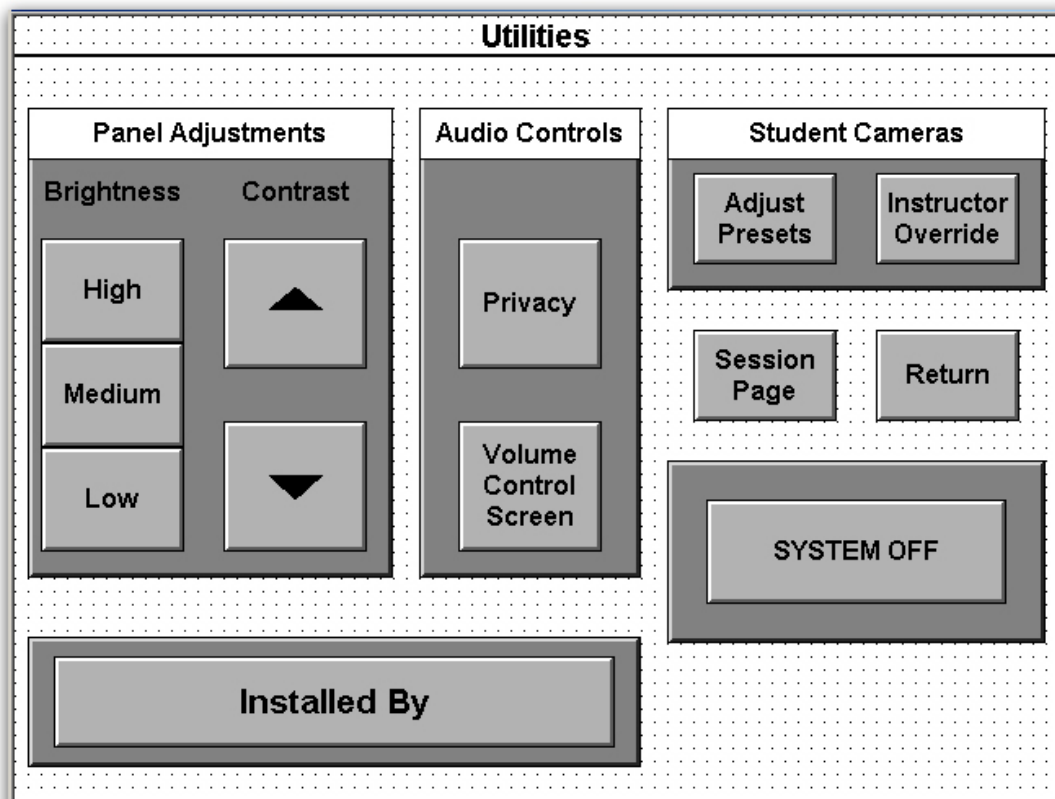
Site Recording Controls

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.

Audio Controls

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.

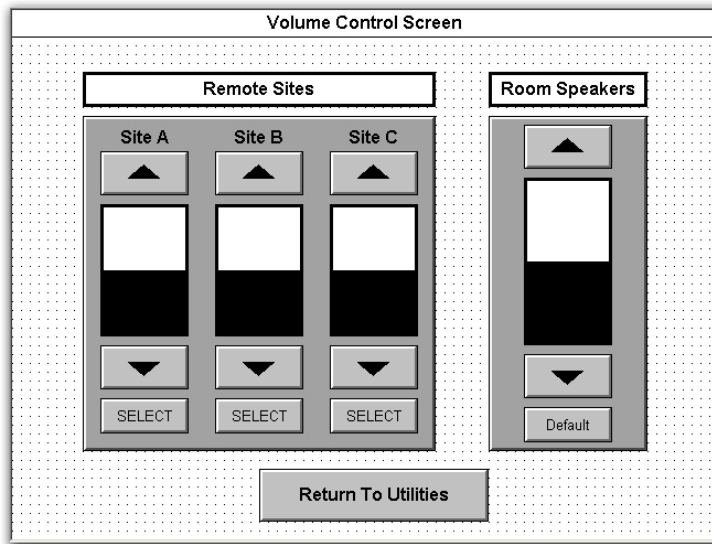
Volume Control Screen will take you to the screen where you can make fine adjustments to the incoming volume from individual sites.

Student Cameras

Adjust Presets will take you to the screen where you can adjust the preset associated with the button on each student microphone. [For detailed information about establishing or changing presets see, the Camera Presets instructions beginning on page 13.](#)

Instructor Override 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 [▲] and [▼] buttons.

Room Speakers control the overall volume in the room.

Individual student and teacher microphones are automatically set in this room and volumes are reset to the default adjustments (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 their microphone.

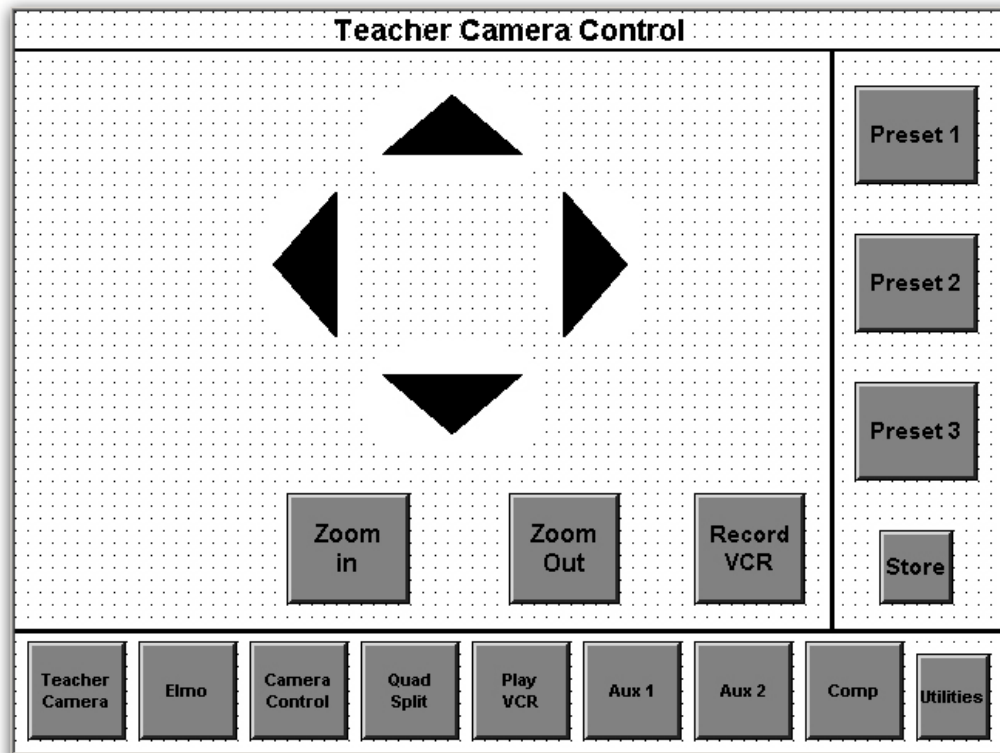
The solution is to have the individual speak in a normal tone of voice and sit closer to the microphone.

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 convenient and quick choice of regularly used camera views 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

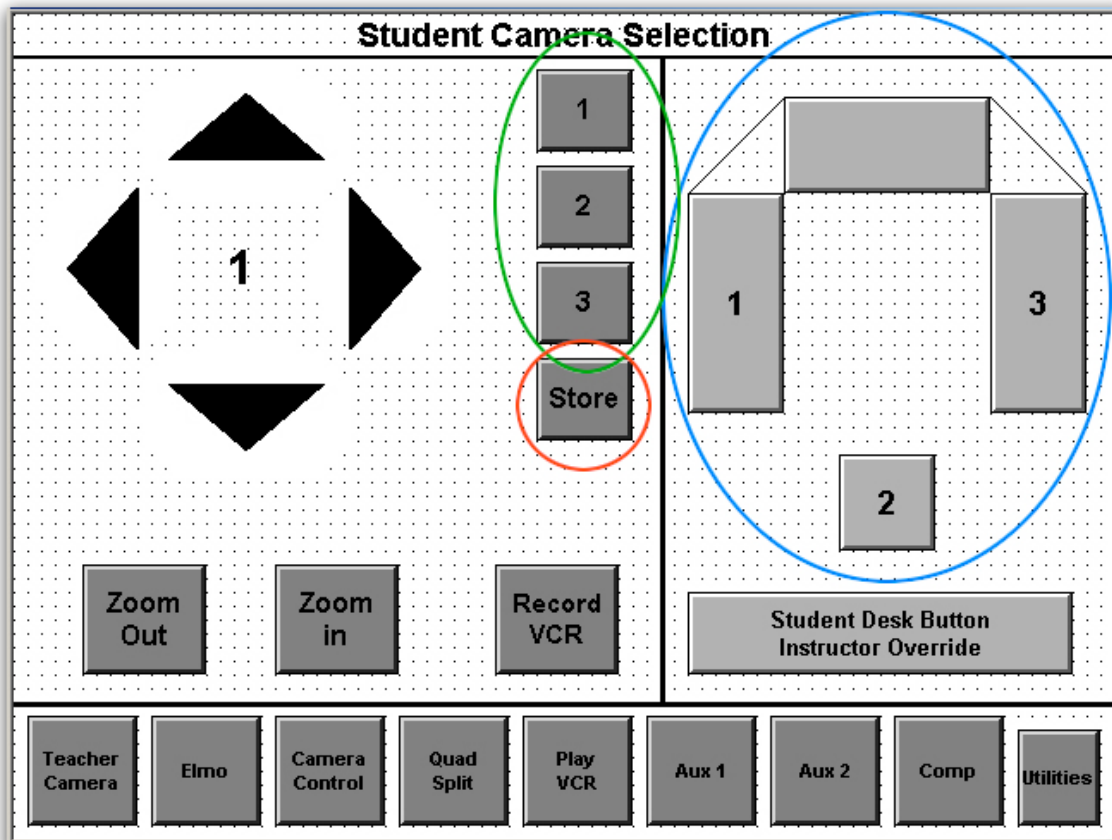
Note: **Preset 1** should be set as a fairly close shot of the instructor behind the teacher desk. However, Presets can be set to any camera shot based on your needs.

To establish or change a teacher camera preset:

- A. Select (press) one of the numbered **Preset** buttons.
- B. Pan, tilt, and zoom the camera to the shot that you want by using the triangles and the **Zoom In** and **Zoom Out** buttons.
- C. Press **Store**.
- D. Press that same **Preset** button again.

2. Student Camera Presets

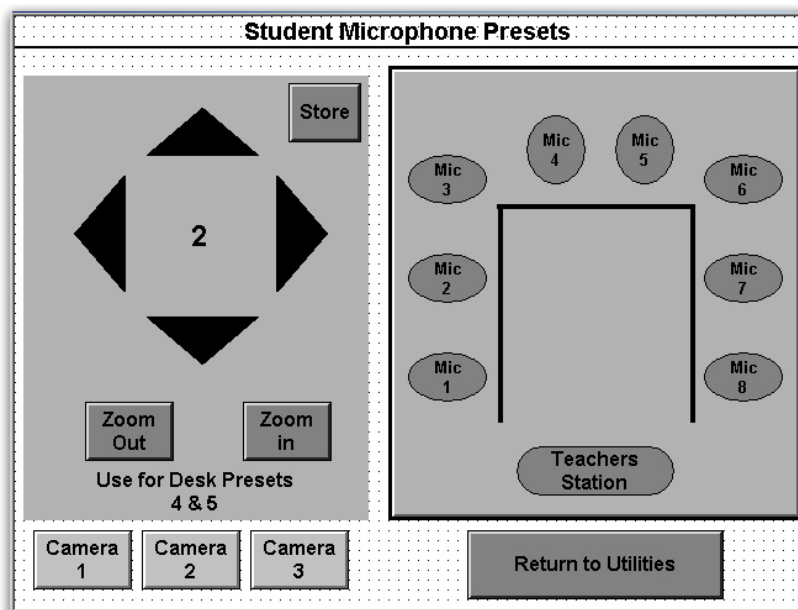
The student camera presets are established so the teacher or the aide can select preset student camera views using the Student Camera Control screen on the touch panel.



To establish or change a student camera preset:

- Select the appropriate student camera at the right of the screen (in the blue oval.)
- Select one of the three available numbered preset buttons associated with that camera on the left of the screen (in the green oval.)
- Pan, tilt, and zoom the camera to the view that you want by using the triangles and the "Zoom In" and "Zoom Out" buttons.
- Press "Store" (in the red circle.)
- Press that same **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.)

When properly used this feature can very effectively help to encourage participation and interaction.

To establish or change a student microphone preset:

- Select the appropriate numbered student Mic (or the Teachers Station) at the right of the screen.
- Select the appropriate camera for that Mic.
- Pan, tilt, and zoom the camera to the view that you want by using the triangles and the “Zoom In” and “Zoom Out” buttons.
- Press “Store”
- Press that same **Preset** button again.