

Innovative Learning Classroom Building (ILCB)

For additional assistance, visit the ILCB Media Center in ILCB 312 or
call 979-845-0094

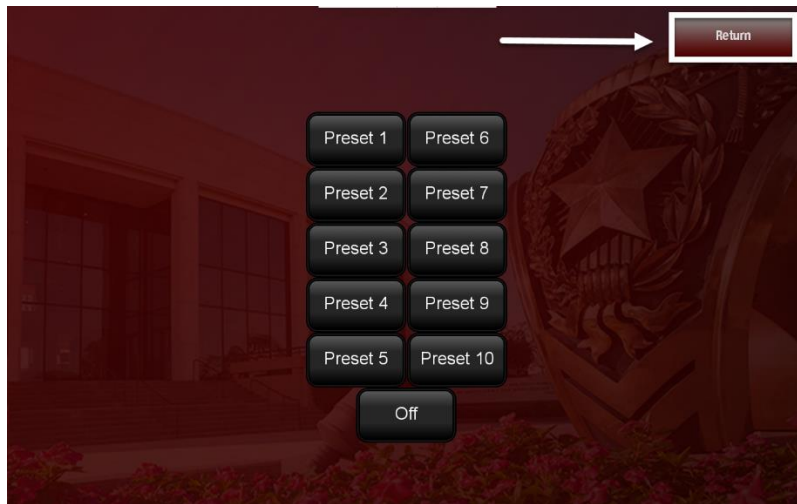
TOUCH PANEL USER
GUIDE

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Getting Started

The “Cog” icon at the top right of the screen will take you to the **light controls** for the room. This allows the lighting to be controlled with the system on or off.



For Arenas with Production lights, the following list will help you select from among the pre-programmed 10 presets in the touch panel system.

House Lights = lights over audience

Production lights = lights over podium

- Preset 1 = All ON
- Preset 2 = Presentation ON (House Lights Only 85)
- Preset 3 = Movie ON (Production lights Only 50)
- Preset 4 = Presentation 1 (House 75/Production 25)
- Preset 5 = Presentation 2 (House 50/Production 25)
- Preset 6 = Presentation 3 (House 15/Production 25)
- Preset 7 = Movie 1 (House 25/Production 65)

- Preset 8 = Movie 2 (House 25/Production 30)
- Preset 9 = Movie 3 (House 5/Production 15)
- Preset 10 = All OFF

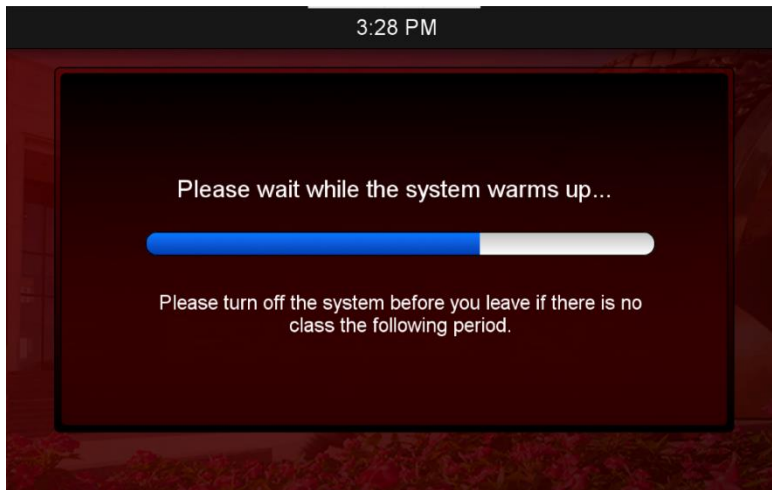
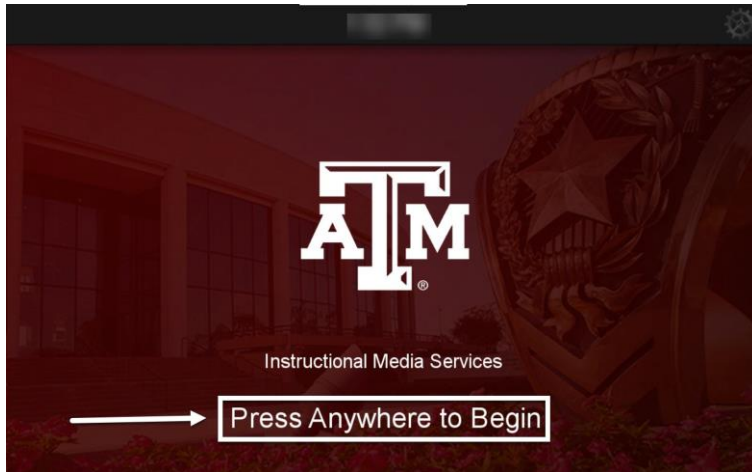
For non-arenas, the following list will help you select from among the pre-programmed 10 presets in the touch panel system.

House Lights = lights over audience

- Preset 1 = All ON
- Preset 2 = Presentation ON (85)
- Preset 3 = Movie ON (10)
- Preset 4 = Presentation 1 (15)
- Preset 5 = Presentation 2 (25)
- Preset 6 = Presentation 3 (35)
- Preset 7 = Presentation 4 (50)
- Preset 8 = Presentation 5 (60)
- Preset 9 = Presentation 6 (75)
- Preset 10 = All OFF

Once you have selected your session's lighting preset preferences, press the **Return** button in the screen's upper right-hand corner to return to the **Standby Screen** you were on before selecting the Cog.

Press anywhere on the **Standby Screen** to initiate the system **On sequence** and transition to the **Warm Up Waiting** screen.



The **Warm Up Waiting** screen will display after the **Standby Screen** has been pressed.

A blue bar will count as the system starts up and the individual system components turn on. Once complete, the screen will transition to the **Main screen**.



This is the **Main screen** from which the system is controlled once it is turned on.

NOTE: The cameras in the arena classrooms show N Camera, E Camera, S Camera, and W Camera, (see image above). Whereas, the cameras in the remaining non-arena classrooms are set up as Instructor, Student, Instructor Left and Instructor Right.

Selecting Your Output Sources

From the **main** screen's display section, **select the primary output** source you plan to use for the day's class by selecting **Disp A: X***. This will open a Disp A popup window. *NOTE: where X = the source to which the display option was previously set



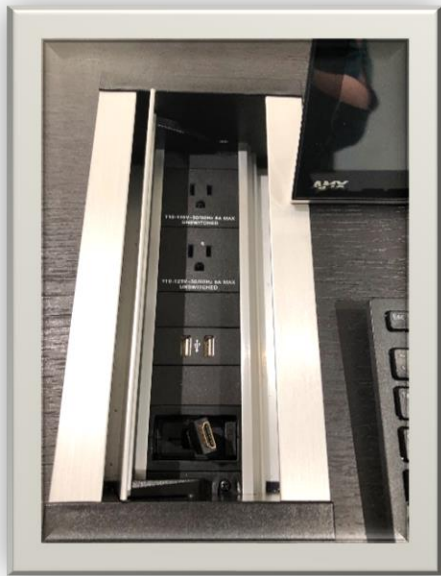
For example, if you are planning to use the room's desktop computer on the podium/lectern, then select **PC**. To connect to your own laptop, tablet or phone, you would select **BYOD**.

The following list explains each option in **Disp A**:

- **PC** = This option connects and projects the desktop computer on the podium/lectern to the screens.
- **Doc Cam** = This option connects and project the document camera on the podium/lectern to the screens.
- **BYOD** = This option connects and projects an external device (personal laptop, tablet, phone) to the screens.
- **Record Mon** = This option will record the currently selected screens.
- **Camera** = This option selects and projects one of the room's cameras to the screens.
- **Blank** = This option will black out one screen. (For example, use this option to conceal a screen containing activity, instructions, or poll questions for a portion of the class without pausing the recording).

NOTE: Disp A's output option projects to the room's left-hand screen (from the audience's perspective). Disp B's output option projects to the room's right-hand screen (from the audience's perspective).

If you use your own laptop or other device (tablet, phone) to use, make sure it is plugged in, having connected it using the appropriate cable to the podium's/lectern's power unit.



NOTE: The podium/lectern in each room has HDMI and USB connectors. The USB only connects to the room's instructor workstation. If your device requires a different connection type, you will need to bring an appropriate source adapter.

Once a new source is selected, the Displays popup will close. Pressing anywhere outside of the popup will also cause it to close.

Next, from the **Main** screen's Displays section, **select the secondary output, Disp. B: X** by going through the same process you did for **Disp. A: X**.

NOTE: Some of the rooms will have ABA outputs. However, they will work the same way.



Setting up the Room's Cameras

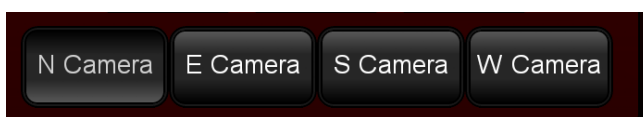
If you are broadcasting your class live **via Zoom** or recording for later playback and you want the students to be able to see you throughout the class session, you will need to set up your cameras.

To access the room's **Camera settings**, select the **Camera** option on the top navigation bar.



This will take you to the **Camera settings** screen. The currently selected camera will be selected at the bottom of the popup.

Select the camera you wish to view (e.g. **N Camera**). If you are happy with the default settings, you can select the next camera choice. To adjust the default settings, use the Camera controls on this screen.



NOTE: The cameras in the arena classrooms show N Camera, E Camera, S Camera, and W Camera, (see image above). Whereas, the cameras in the remaining non-arena classrooms are set up as Instructor, Student, Instructor Left and Instructor Right.



Control the camera to **Zoom** in or out using the **Zoom+ or Zoom-** buttons. Move your cameras around by using the **arrow keys**. Once you have a camera set up the way you want, select the next camera and repeat the process. Once you have gone through all four cameras, you can return to the **Main** screen by closing out the settings using the **X button** in the popup window's upper right-hand corner.

NOTE: The Preset buttons are provided for controlling each camera. The Home preset is fixed and cannot be changed. Preset 1 and 2 can be saved by holding down the button until the touch panel beeps.

Pressing the close button, **X**, at the top right will close the popup.

Setting your Sound Levels

Now that you have set up your cameras, you will need to set up your microphones.

To adjust the **volume** coming through the main display (Disp A:), use the blue **Volume slider** on the bottom of the **Main** screen.



To **mute** the sound coming through the main display (Disp A:), press the **mute button** on the bottom of the **Main** screen.



To balance your microphones and adjust each microphone in comparison to the others, navigate to the **Mics** button on the bottom of the **Main** screen.



The Displays and Cameras selections will shift to the left and the microphone volume choices will slide onto the screen's right side.



The following list explains what the five microphone setting options correspond to:

- Wx1 = This option connects to the first wireless microphone label Wx1- lapel or over the ear.
- Wx2 = This option connects to the second wireless microphone labeled Wx2- lapel or over the ear.

- Wx3 = This option connects to the wireless microphone label Wx3 – hand held.
- Wx4 = This option connects to the wireless microphone label Wx4 – hand held.
- CInG = This option connects to the ceiling microphone settings.

Performing a Sound Check

At the start of **each** class session, conduct a basic sound check to test the primary source microphone you will be using. It is helpful to have someone (a student or TA) stand in the back of the room and help you assess volume levels. Start with the default settings. Adjust the levels as necessary according to the feedback you receive from the back of the room. If you plan to use a secondary mic (handheld microphone with students), perform another basic room sound check using that microphone as well. The ceiling microphone levels should be fine if left at the default levels.

NOTE: During COVID, it might be best to avoid having students handle wireless microphones. Remember, when recording for live synchronous classes or for recorded classes you plan to host in the LMS, you will want to repeat all student questions asked, prior to answering them to ensure that those attending class remotely can hear what is said.

Once sound levels have been tested and set, you can return to the **Main** screen. Pressing the **Mics** button again will cause the Mics menu to transition off the screen to the right, prompting the **Displays and Cameras** menus to transition back to the screen's center.

Using the Video Conference Functionality

To use the video conference functionality, press **Video Conference** on the bottom of the **Main** screen.



This will take you to the **Video Conferencing** control popup. This screen provides many of the same features as the Camera control popup.



From here, you can adjust the cameras and select the device from which you will be sharing materials during the Zoom session. This functionality works just like described in the **Setting Up the Room's Cameras** section and the **Selecting Your Output Sources** section.

When opening this screen, the system will configure itself into **Video Conferencing** mode. The image projected on the left side of the screens (from the audience's perspective) will show the camera view as received from the video conferencing system. The image projected on the right side of the screens (from the audience's perspective) will show the display source from the local system if selected. This screen allows users to select a display source to send to the video conferencing system, via the source selection area on the right side of the popup. You can stop sending a source by pressing the **Stop** button.

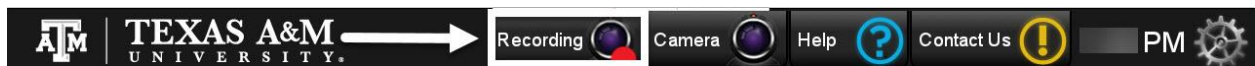
The **Privacy Off/On** button will turn on or off the privacy function of the video conferencing system. This mutes the mic and video input into the video

conferencing system. This does NOT mute the mics or cameras in the classroom, just on the video conferencing feed to the far side.

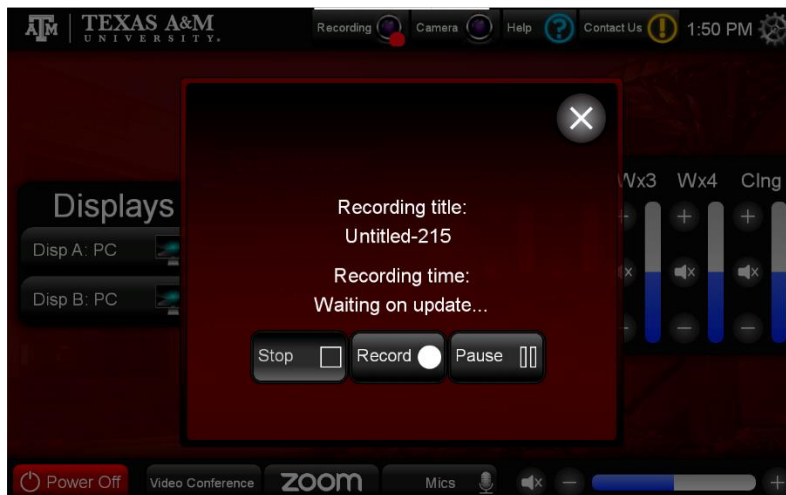
Pressing the close button, **X**, at the top right will close the popup and reconfigure the system for standard presentation mode.

Setting the Record Functionality

To set the **record** functionality, press **Recording** on the top of the **Main** screen.



Pressing the **Recording** button will open a popup window and allow you to start recording your current session.



From this popup window, you can start, stop and pause recordings.

To close out of the recording popup window, press on the **X** in the popup window's upper left-hand corner.

Other Touch Panel Features

Help Screen

If you are unsure what the different features on the touch panel screens represent, press **Help** on the top of the screen.



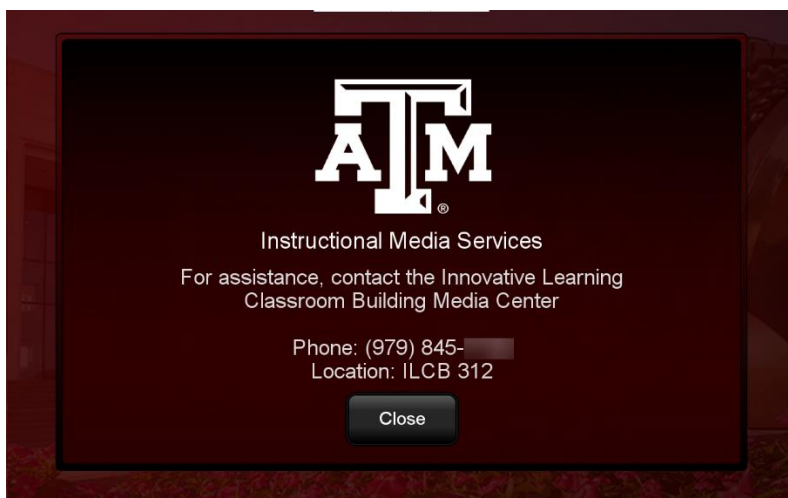
This will take you to a popup screen explaining the touch panel's functionality. Use the **arrow button** to navigate between the two **Help** screens available. Press the **X** to close the Help feature.





Contact Us

Pressing the **Contact Us** button on the top right of the **Main** screen will take you to the IMS contact popup screen and display the information needed to contact the ILCB's Media Center. If you have difficulty with the technology or are unsure how to proceed, contact the ILCB Media Center. (For your convenience, the information is also provided in the footer of this Touch Panel Guide.)



Pressing the close button at the bottom will close the popup and the **Main** screen will reappear.

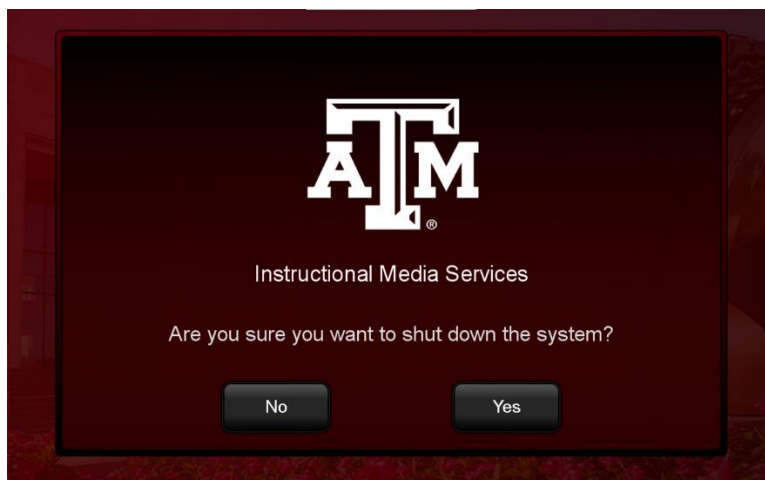
Logging Out and Closing Down

If you are leaving the room and there is a class following yours, then:

1. Log out of the computer (if you are using the desktop at the podium/lectern) and/or disconnect your personal devices.
2. Press **Power Off** on the bottom left of the touch panel. The **Power Off** button will display a confirmation screen when pressed to prevent an accidental shutdown.



Pressing the **Power Off** button on the bottom left of the **Main** screen will take you to this **Shutdown Confirmation** screen.



This screen is utilized to prevent an accidental system shutdown.

Pressing **No** will take you back to the **Main** screen and cancel all shutdown procedures.

Pressing **Yes** will initiate the system's shutdown sequence and transition to the **Cooldown Waiting** screen.

NOTE: There is no need to shut down the computer on the podium/lectern unless you are the last instructor in the room for the day. If in doubt, log off, but don't shut down.

This screen will display after **Yes** on the **Shutdown Confirmation** screen has been pressed. The blue bar will count down as the system shuts down and the individual system components turn off. Once complete, the screen will transition to the **Standby Screen**.

