



Distance Learning Quick-Start Instructions

GETTING STARTED

1. Touch the rectangular button at the bottom of the touch panel to wake up the system.
2. To turn on the monitors, touch the **Display Control** button if it is not already open.
3. Then press the **On** button for each of the monitors you want to use.
4. Touch the Screen to begin.

HOME SCREEN

Once in the Home Screen, you will notice that all of your controls are located around the main screen. Most of the control buttons you will be using are located on the left side of the screen.

	Teacher Button —controls the right-front (your left) and rear monitors and displays the view of the instructor.
	Student Button — controls the right-front (your left) and rear monitors and displays the view of the students.
	DVD/VCR — Controls the right-front (your left) and rear monitors and displays a DVD or VHS. To play a DVD or video first turn on the DVD/VHS player, which is located inside the teacher station below the document camera. Note: People plus content is not available with the DVD/VCR. You cannot display the teacher or students while a DVD or video is being displayed. You can however press the Doc Cam button or the PC button and display either one to the far site while playing a DVD/VHS.
	Doc Cam — controls the document camera on the left-front (your right) monitor. To use the Document Camera: <ol style="list-style-type: none">1. Turn on the Document Camera2. Place materials on the stage and then use the controls on the document camera to adjust the zoom.3. To show your materials on the Document Camera, press the Doc Cam button on the home screen.
	PC —controls the computer on the left-front (your right) monitor. To use the Computer: <ol style="list-style-type: none">1. Turn on the computer2. Turn on the monitor and login using your username and password or using instructor/instructor3. To show your computer image to the remote site touch the PC button on the home screen.
	Mute —allows you to mute the call. You can control the volume using the plus and minus buttons.

TEACHER CONTROLS

The controls located near the bottom of the screen will enable you to control your camera as well as the camera at the remote site.

Press **Plus sign** to zoom the camera in.

Press **Minus sign** to zoom the camera out.



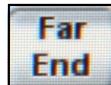
Press **Far Site** to control the remote site camera.

Press **Near Site** to control the your camera.

Control camera up, down, left and right



NE/FE SWAP button – allows you to see the video source of the far site.



FAR END button — allows you to set camera presets for the FAR END.



POLYCOM REMOTE — allows you to control the conferencing system just as you would with the physical remote.

DVD/VCR CONTROLS

The DVD/VCR controls looks much like the teacher controls.



1. Press the #2 button on the switch box.



2. Connect the VGA cable to your laptop.



3. Press the PC button to send it to the remote site.

SHUTTING DOWN

1. To log out, press the button located on the top right-hand corner of the screen.
2. Turn off all monitors by pressing the OFF buttons for each display.
3. Turn off all equipment (computer, document camera, DVD/VHS)

Important:

Do not press Hang Up !

It will disconnect you from the other site.

Hang Up

