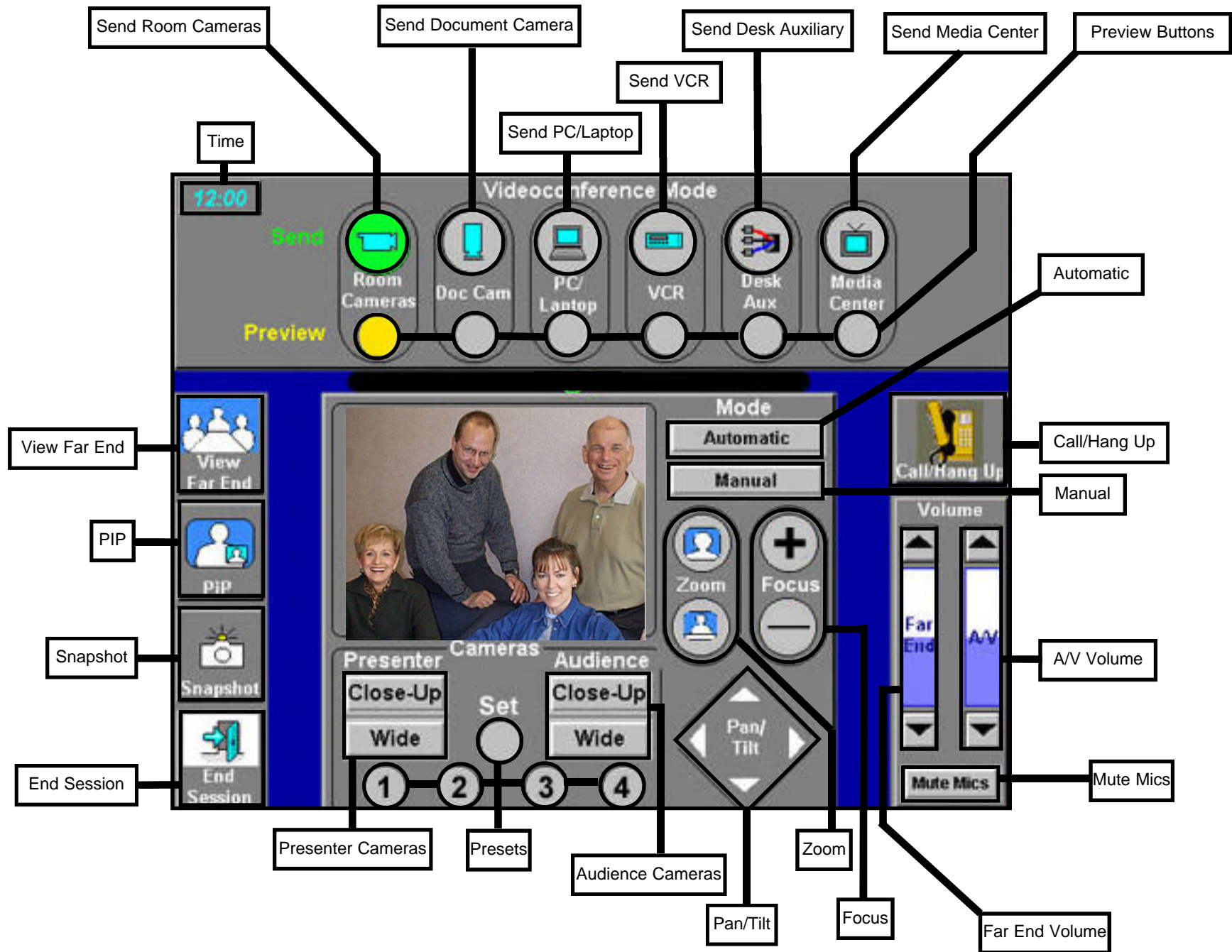


Instructional Communications Systems



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The Crestron touch panel is the control center for the videoconference classroom. With proper training and some practice, you will be able to operate the touch panel without difficulty. This reference sheet is designed to give you a general idea of what each control on the touch panel is used for. It is not intended to be a substitute for training delivered by ICS staff members

Time

Displays the current time, if it has been set.

————— The Active Send button will be highlighted in green. —————

Send Room Cameras

Sends the image of the instructor or in-room participants from whichever room camera you have selected. You must have room cameras selected for your local audience members to see participants at the remote sites. Any other send button will send its image to all sites.

Send Document Camera

Sends the image of any item that has been placed on the document camera. The document camera can send images of flat items, like printed documents or 3D items, such as a model.

Send PC/Laptop

Sends the image from the desk PC or Laptop that is connected to the system. When you choose Send PC/Laptop, a different screen will appear on the Panel that allows you to choose between the desk PC and a laptop and if you want to show the computer image to the attendees at your site in high or low resolution. Attendees at far end sites will always see the computer image in low resolution. If you intend to bring or use a laptop during your session, you should let the scheduler know ahead of time.

Send VCR

Sends the image from the VCR located in the instructor console. When you choose Send VCR, a different screen appears on the Panel with controls for running the VCR.

Send Desk Auxiliary

Sends the image from an in-the-room auxiliary source, such as a DVD player. When you choose Send Desk Auxiliary, a different screen appears on the Panel that enables you to select the auxiliary source and control the volume of the auxiliary source. You may have up to 2 auxiliary devices hooked up to the system. If you intend to bring and use an auxiliary device for your session, you should let the scheduler know ahead of time.

Send Media Center

Sends images/sound from a central media source, located in the ICS Operations Center, for example, a carousel of slides.

Preview Buttons

When you select the preview button for a particular source, the image from that source will appear on the Panel screen, but will not be sent out until you press the appropriate send button.

Automatic

Automatic camera control. Generally, this is not used.

Manual

Allows you to use pre-set camera shots and manually control the cameras.

Call/Hang Up

Used for connecting and disconnecting a teleconference. An ICS technician will take care of establishing the call between your site and the other sites scheduled for your session. You will not need to use this button.

A/V Volume

The A/V Volume control is used to control the volume from your audiovisual devices, such as the computer, VCR or DVD player.

Far End Volume

The Far End Volume controls the volume of sound coming into the classroom from the far end sites. In some cases, you may also need to ask participants at far end sites to adjust their volume locally in order to get a desired volume level. This does not control the volume at the far end sites.

Mute Mics

The Mute Mics button is used to mute all the microphones at your site. This can be very useful during break times or during breakout sessions. Be sure to un-mute the microphones after a break.

————— If you are previewing or sending a camera, you will see these buttons —————

Focus

If the image on the room camera you have selected is not clear, you should use the focus controls to make the image sharper.

Zoom

Use the Zoom controls on the room camera you have selected to get a closer or wider shot.

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Pan/Tilt

Use the Pan and Tilt controls on the room camera you have selected to move it up or down and/or side to side.

Presenter Cameras

These cameras are used to show the presenter(s). Depending on the room that you are using, you will have either one or two presenter cameras.

Audience Cameras

These cameras are used to show audience members. Depending on the room that you are using, you will have either one or two audience cameras.

Presets

Presets are used to “store” specific camera shots so you can quickly move from one shot to another without having to pan, tilt, zoom and focus. If you intend to use the presets during your session, make sure that you arrive early enough to store the presets you will need before your session begins. Each camera that you have available has the ability to store 4 presets. The technician can help you set these up, if you desire.

View Far End

View Far End shows camera controls of far end site and allows you to operate them. This is not always available, depending on the site you are connected to.

PIP

The Picture in Picture button enables you to project a large image of the far end A/V source with the local A/V image displayed in a smaller inset window. This is a local function and will only be seen at your site. This is only available on ISDN calls

Snapshot

Do not use this button

End Session

The End Session button allows the presenter to change to a different mode of operation or to completely shutdown the system. You do not need to use this button. An ICS technician will end your session connection for you when you are finished.