

Ohio University Learning Network

Instruction Manual

Ohio University: Lancaster

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Welcome!

This instruction guide was created to help the operators understand the basic setup and controls for the OULN rooms.

This guide will be broken down into three sections. The setup is slightly different between having a presenter in the room with you and having a presenter on another campus so there will be a section for each with an additional section for extra adjustments.

Please note that not all of the control features are explained in this guide. This guide was designed to be used as a crash course for beginners.

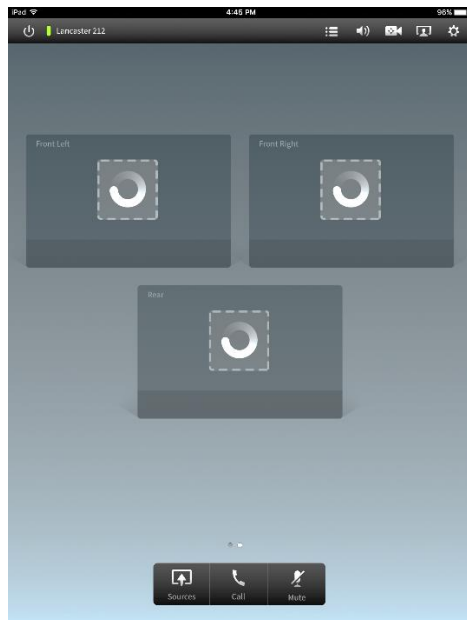
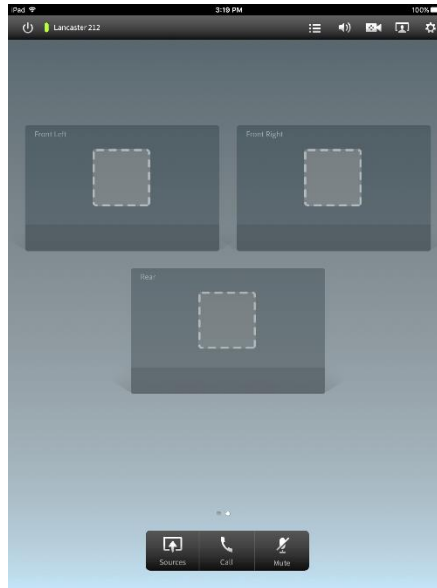
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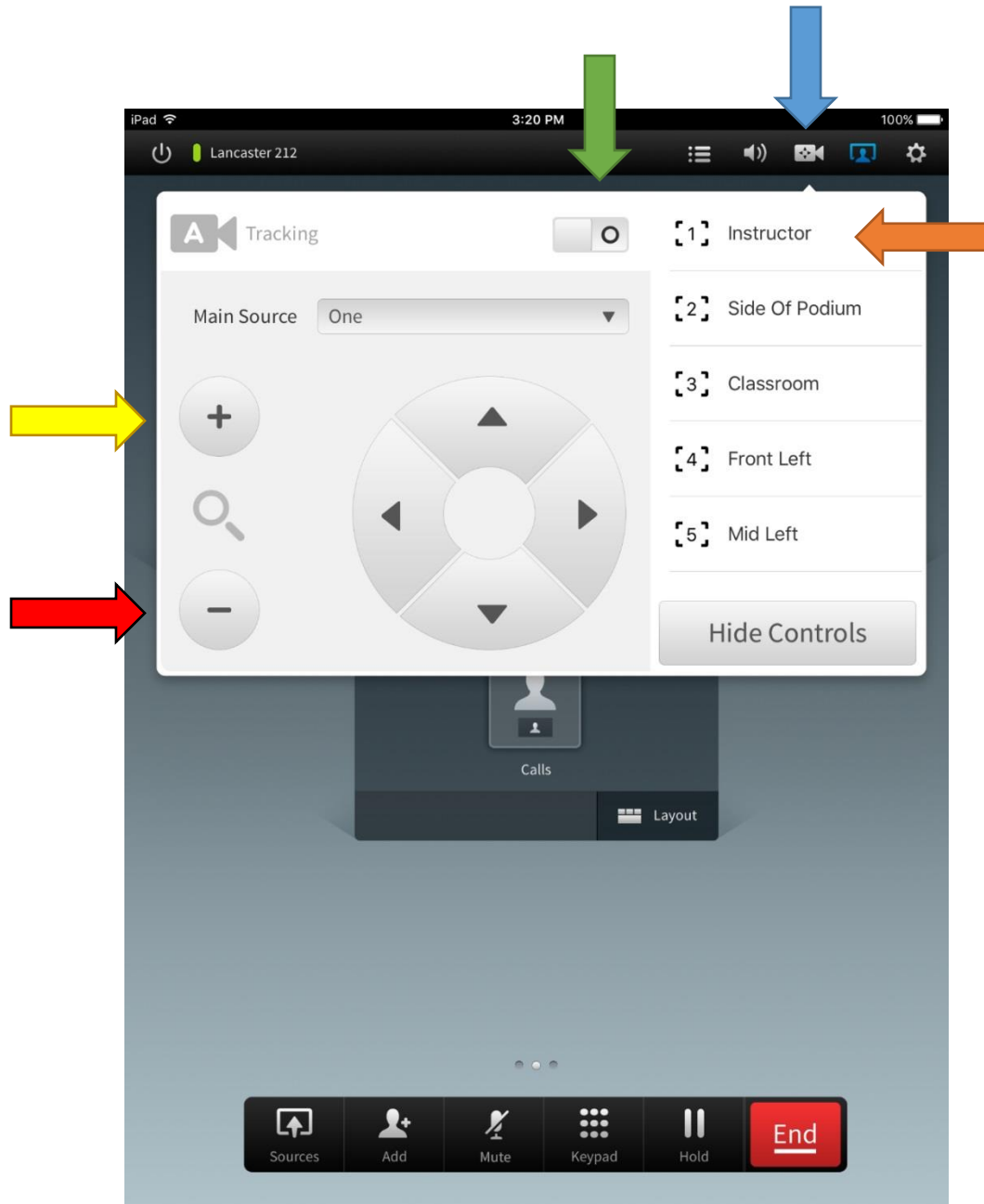
Presenter On Campus

1. Turn on TV's if necessary.
2. Turn on Laptop and Elmo.
3. Press the round button on the bottom front of the tablet.
4. Slide to Unlock.
5. Enter 4 digit passcode.

If you have turned on the tablet before the class has connected then your tablet should look like this.



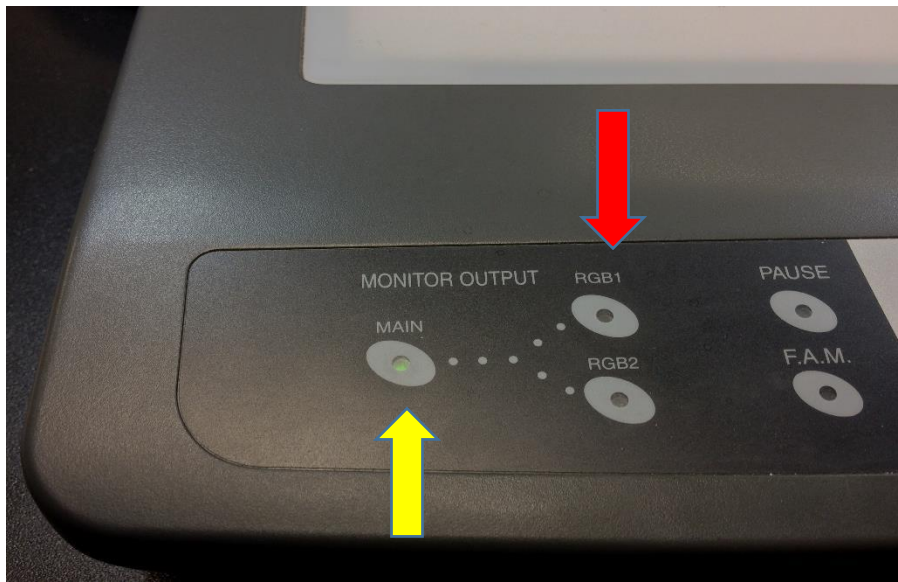
When the tablet is trying to establish a connection with the system, your tablet will look like this.



6. Color chart for above:

- a. Blue: press the video camera to display the control panel shown above. This will also display the current camera view on the TV screen.
- b. Orange: press “Instructor” (may be listed as “Podium”) in order to set the camera angle on the professor and NOT on the students in your room. This allows the other campuses to see the professor.
- c. Green: Auto Tracking should always been turned off as it is shown in the picture above.
- d. Yellow: This controls the Zoom In function.
- e. Red: This controls the Zoom Out function.

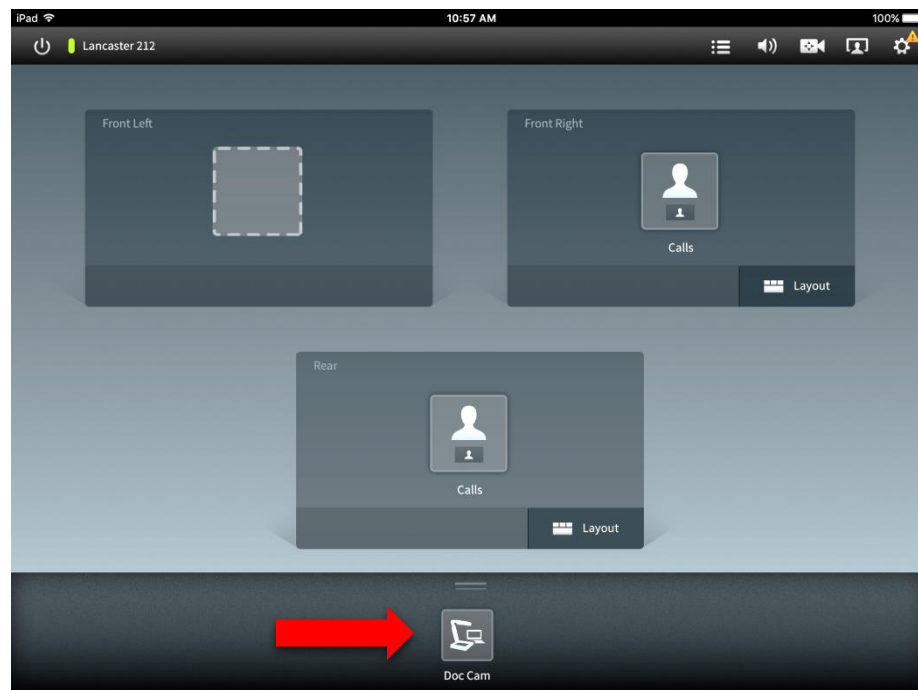
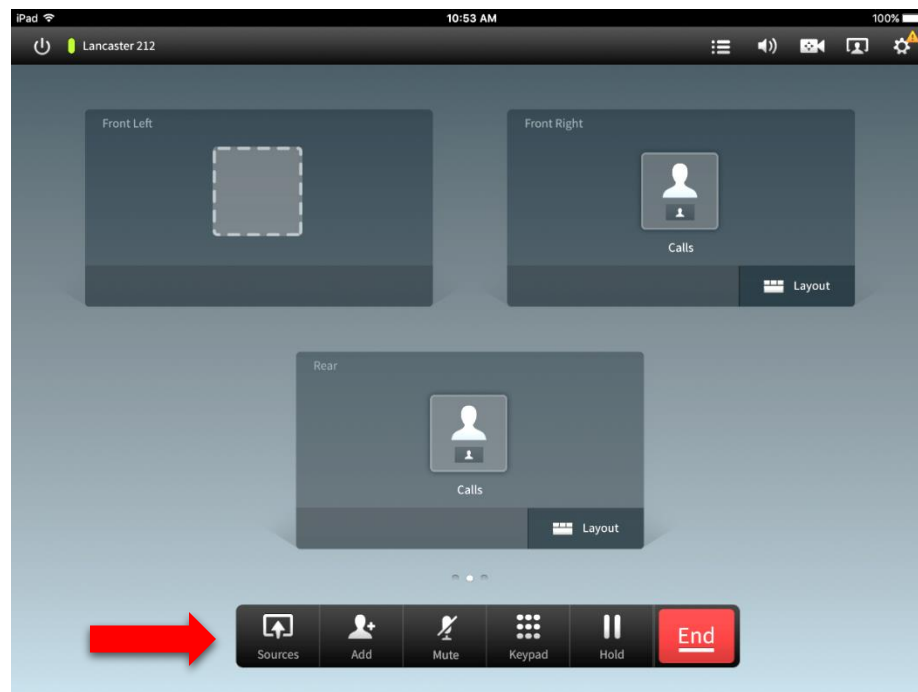
- i. You may need to adjust the camera angle by zooming in or out on the presenter. The round key pad to the right of the zoom buttons will move the camera up, down, right and left.
7. Next you will have to find out from the presenter as to whether or not they will be using the laptop for displaying or the Elmo. Once you know which will be used, you will have to go to the podium and press the appropriate button on the Elmo (shown below) which will display either the Elmo projection or the laptop on the front left screen in the room.



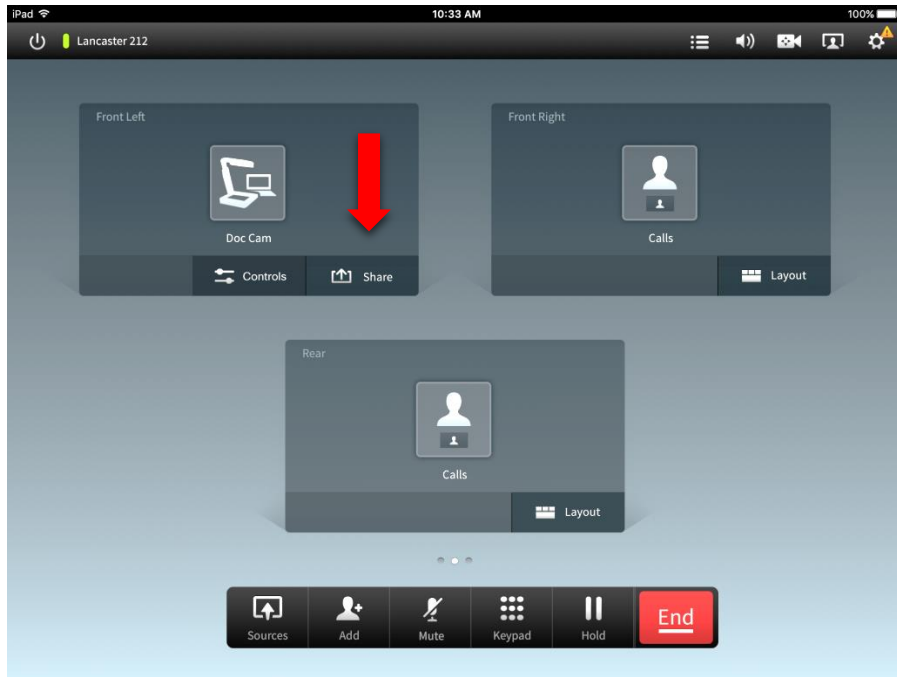
Red: Laptop

Yellow: Elmo

8. If the system does not automatically set the “Doc Cam” image in the top/left rectangle you will have to press the “Sources” tab which is located in the bottom/left corner of your tablet and drag the “Doc Cam” image up to the top/left rectangle. (shown below)



9. Once you see the image on the screen you will have to share that image with the regional campuses. (They will NOT be shown what is displayed on your screen UNTIL you share it.) To do this you will need to press “Share” which is located in the bottom/right corner of the top/left rectangle displayed on your tablet screen. (shown below).



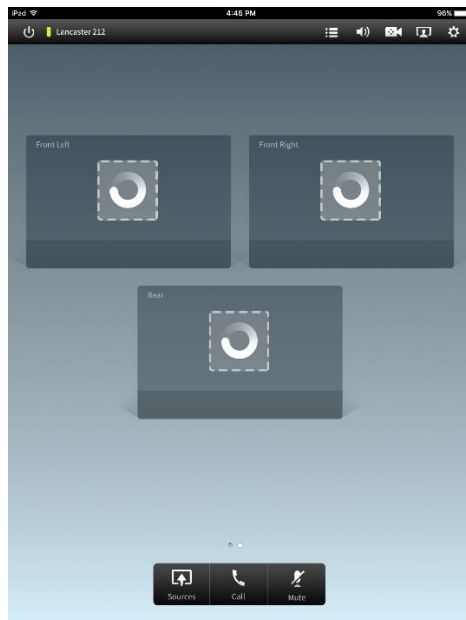
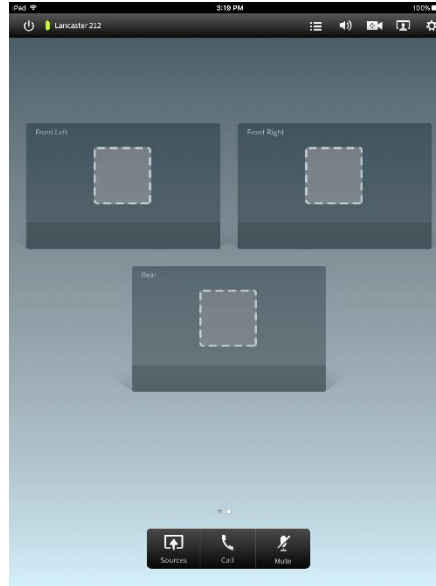
10. Once the image has been shared it will look like this:



Presenter Off Campus

1. Turn on TV's if necessary.
2. Turn on Laptop and Elmo.
3. Press the round button on the bottom front of the tablet.
4. Slide to Unlock.
5. Enter 4 digit passcode.

If you have turned on the tablet before the class has connected then your tablet should look like this.



When the tablet is trying to establish a connection with the system, your tablet will look like this.



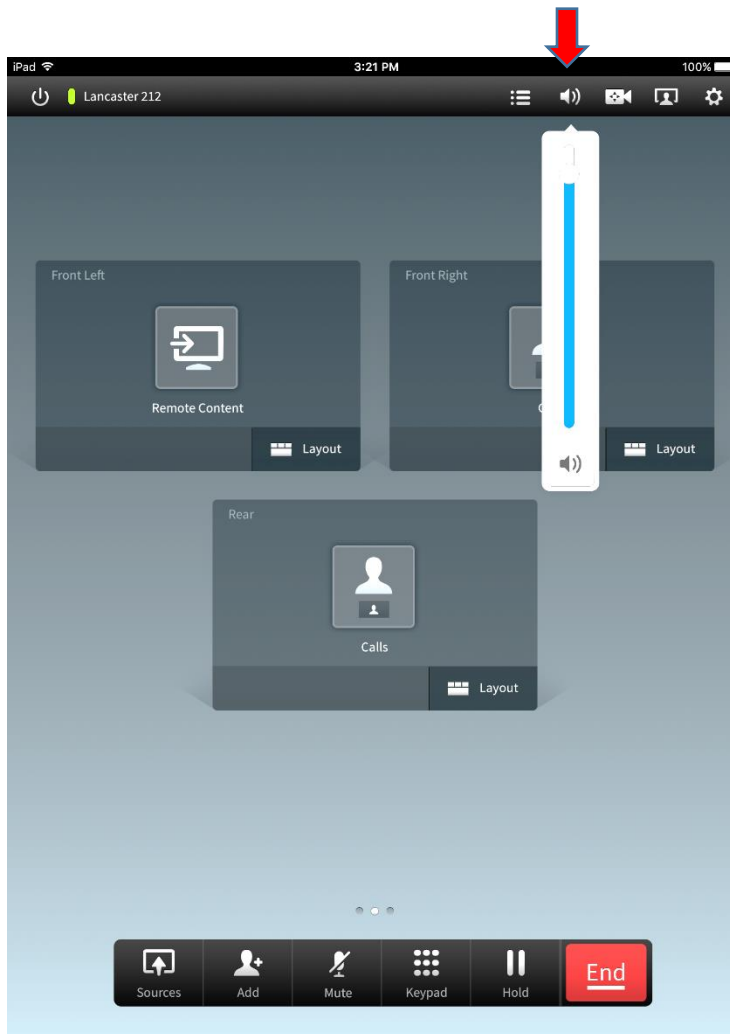
6. Color chart for above:

- a. Blue: press the video camera to display the control panel shown above. This will also display the current camera view on the TV screen.
- b. Orange: press “Classroom” in order to set the camera angle on the students and NOT on the podium in your room. This allows the presenter on the other campus to see your students.
- c. Green: Auto Tracking should always been turned off as it is shown in the picture above.
- d. Yellow: This controls the Zoom In function.
- e. Red: This controls the Zoom Out function.
 - i. You may need to adjust the camera angle by zooming in or out on the classroom. The round key pad to the right of the zoom buttons will move the camera up, down, right and left.

Extra Adjustments

To adjust the volume: (Use when the other campuses or presenters are too loud.)

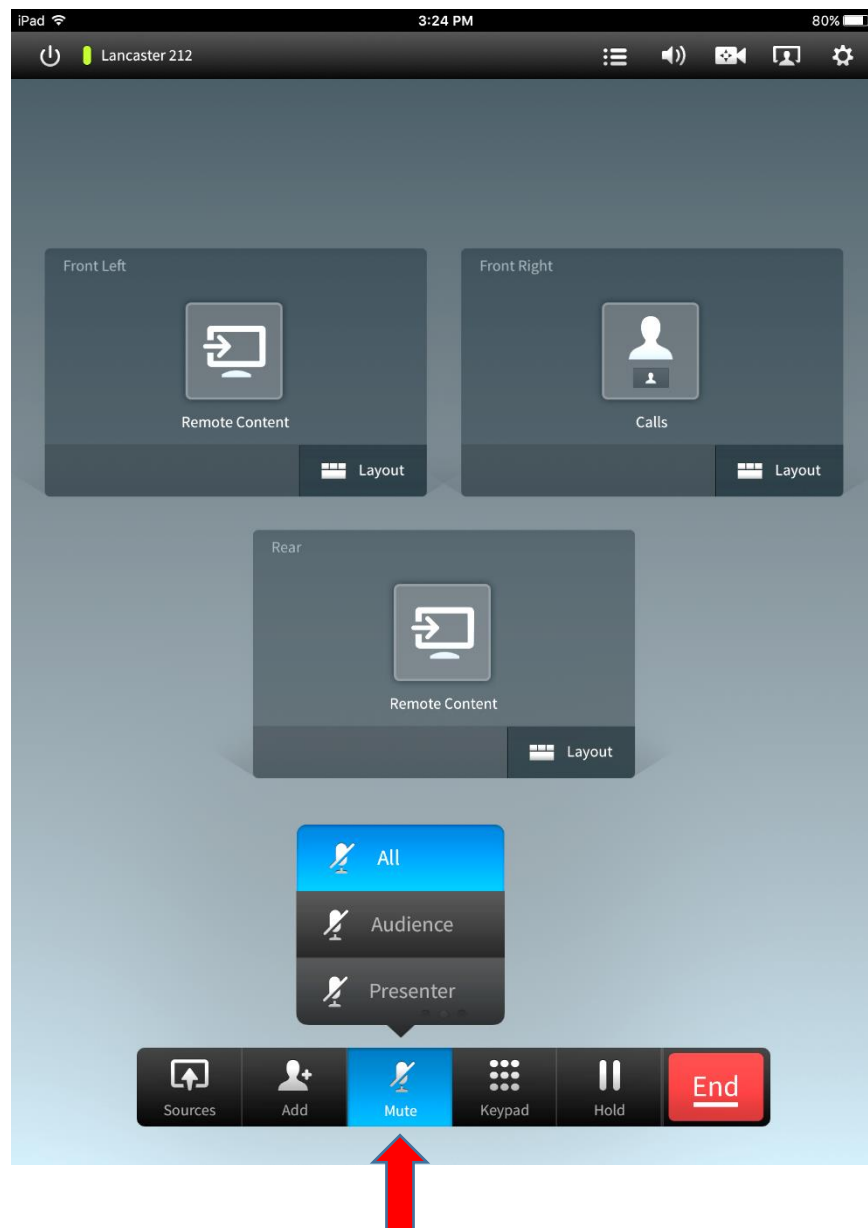
1. Press the “Speaker” tab that is located in the upper right side of tablet (shown below).
2. Slide finger up or down to raise and lower volume.



Do NOT adjust volume using the TV remote!

Mute your room: (This will not allow the other campuses or presenters to hear your students).

1. Press the “Mute” tab which is located towards the bottom of your screen.
2. Press “All” (shown below).
3. A muted microphone image will be displayed on the front left TV screen.



To see your room's current camera view:

1. Press the TV tab in the top right side of your screen. (shown below)
2. This will pop up an image of your room's current camera view on the front left TV screen.
3. You can remove the camera view by pressing the TV tab once again.

