

# Classroom Technology Guide – Lecture Centre LC217

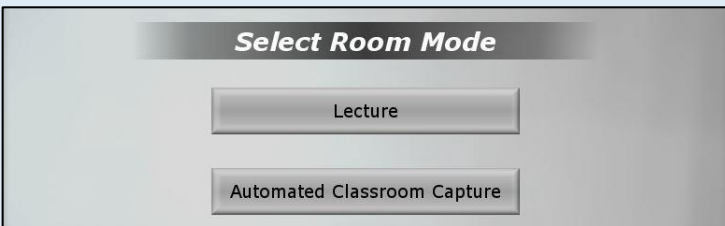
## A. Using the Touch Control Panel

### Powering on and Room mode selection

1. Touch the screen if it is in sleep mode (black). The welcome screen is displayed. Press to start.

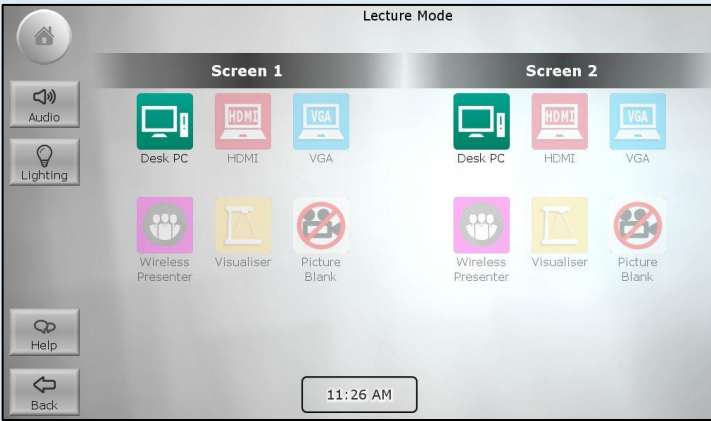


2. Select Room Mode accordingly.



**Automated Classroom Capture mode is to be selected only if Scheduling Office has been informed and the latter has confirmed that lecture capture is required for the session.**

The below touch panel setup is displayed for the above room modes. Some additional features are available for Automated Classroom Capture as indicated in the section below.



### Choosing Scenarios and selecting Sources

As per above touch panel setup, sources are represented in 2 tints defining availability stages:

**Available and Active** sources are being displayed on Screen.

**Available and Inactive** sources may be selected, but are not currently displayed.

User needs to press the respective sources to display on the respective screen, e.g. user is able to select the following sources:

SOURCES	Screen 1	Screen 2
	Desk PC HDMI VGA Visualiser	Desk PC HDMI VGA Visualiser
		<i>Either or</i>

If, (e.g. 1) one needs to project the Desk PC on Screen 1 and the Visualiser on Screen 2, user needs to press these buttons accordingly as per image below.



If (e.g. 2) one needs to project an HDMI connected device on both screens, user needs to press HDMI for both screens accordingly.

**In Automated Classroom Capture mode, if you wish to record the Desk PC and the Visualiser, make sure to select Desk PC for Screen 1 and Visualiser for Screen 2.**

### Sources & Features



Press this button to display the output from the PC onto the Screen. Refer to *Section B* for guidance on how to use the stationary PC.



Press this button to display the output from an HDMI connected laptop/tablet onto the Screen. Refer to *Section C* for steps on how to connect your device.





Press this button to display the output from a VGA connected laptop onto the Screen. Refer to *Section C* for steps on how to connect your device via VGA.





Press this button to project any writing or material placed on the visualiser's working surface onto the screen. Refer to *Section D* for guidance on how to setup and use the visualiser.


SOURCES

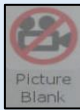
**FEATURES**

 Select *Audio* to mute, select again to un-mute.  
**If audio is muted during lecture capture, no sound will be recorded.** 


 Lighting control can be accessed by pressing the *Lighting* button on the touch panel. A screen with different pre-sets is available to choose from.

 Select to go back to the *Home* screen.

 Select *Back* to revert to previous screen.

 Press this button to blank the screen. This button allows you to hide whatever your chosen sources are displaying.

**Automated Classroom Capture**


 Press this button to refrain from recording video. This feature is available for lecture capture purposes only. Press again to de-activate.

## B. Using the Stationary PC

1. If the computer is in sleep mode, press **any key** on the keyboard. The login screen will be displayed.
2. Log in using your UM IT Account. More information about getting a UM IT Account: [www.um.edu.mt/itservices/staff/new](http://www.um.edu.mt/itservices/staff/new)
3. Start the application you want to use e.g. MS PowerPoint.
4. Select **Desk PC** on the touch panel to display the output from the PC onto the projection screen.

## Transferring your presentation to the stationary PC

If your presentation is available on your USB stick:

1. Insert the pen-drive in one of the USB sockets available on the desk panel. 
2. Locate the USB drive (D:) from My Computer.

If your presentation is available on Google Drive:

1. Access the Google Chrome web browser.
2. In the URL bar type the following: [drive.google.com/drive/my-drive](http://drive.google.com/drive/my-drive), and log in using your UM IT Account.

3. Download the presentation file or access this directly from Google Drive.  
Do re-upload them back on Google Drive if you made any changes worth saving.


## C. Connecting your laptop/tablet (HDMI or VGA)

The teaching desk is equipped with the following ports and cables:

- VGA+3.5mm audio jack
- HDMI

To connect your laptop/tablet:

1. Connect the appropriate cable to your device.
2. Press **HDMI** or **VGA** button on the controller as appropriate. This will display the output of your laptop/tablet on the Main Screen.

 **If you need other adapters (e.g.: VGA-to-DVI, HDMI-to-Mini HDMI), please bring these with you.**

## D. Using the Visualiser (WolfVision VZ-8Plus)

The visualiser is an electronic overhead projector that allows you to project any writing or material placed on the visualiser's working surface onto the two Side Screens.

Please bring along papers and marker/s when you plan to use the visualiser.



1. Adjust the visualiser by pulling the arm upwards using the pull pad (refer to diagram).

The visualiser will immediately turn on. Make sure the camera head is directed towards the working surface.

2. Place paper in landscape layout or other material on the working surface.
3. Press the **Visualiser** button on the controller.
4. To project the full page (in landscape format), press the **Preset** button available on the camera head, else, should you wish to Zoom in and out, you may do so by using the **Zoom wheel**. In this case, it is suggested to Press the **Auto-Focus** button (AF) on the camera head.

**Do not write directly on the working surface when projecting your writing. Please place paper on the working surface.** 