How to Turn on the Equipment

If the first screen you see is black, touch any point on the screen to bring up the Start Screen.

This is the Start screen
Press "Touch To Start"
Notes about the Default Screen

Icon images mean more than Icon names.

• Icon names like Main and Instructor are interchangeable and may differ from location to location.
• How icons are listed is not important.
• Not all touch panels have a separate icon for Laptop.

Notes about the Default Screen

Mastery in as little as three weeks. Guaranteed!

• ITV personnel at all sites can answer your questions quickly and plainly.
• No call is too small.
• Ask for as much assistance as necessary and you’ll be up to speed in no time!
Default Screen

You will get a similar display after turning on the equipment.

DUAL VIDEO

For DUAL VIDEO (sending two images at the same time), press "Presentation". Important Note: This icon and the "Disconnect" icon appear only after your site is connected to another site or sites.
How to Use DUAL VIDEO Functions

These are available options in DUAL VIDEO

Select in the first column “MAIN” camera (Instructor Camera).
**Note:** Once “Main” camera is selected, camera presets become available in that category. Once “Student” camera is selected, (here labeled “Presenter”), camera presets become available in that category.

Select a content source in the second column, (PC, Document Camera, DVD/VCR, Laptop).

By choosing a source in the second column, all sites with Dual Video capability will be able to see the instructor on the smaller screen and the choice from the second column (typically PC) on the larger screen.

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DUAL VIDEO function continued...

**Designed for Instructor or Main Camera**

The item selected in this column will be displayed on the flat screen TVs.

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**Designed for PC Mode**

The item selected in this column will be displayed on the projector screen, which is the main screen in the room.

Note that those rooms equipped with only flat screen monitors, will display both images on one screen, with the image from this column being the larger image.
Screen Shot

This is how DUAL VIDEO will look. Always remember that the second column in DUAL VIDEO will show on the main screen and the instructor on the secondary screen.

Here we can see that the PC is on the main screen and the instructor on the smaller screen.

User Functions

- Instructor Camera
- Student Camera
- Computer Display
- VCR/DVD Display
- Elmo Display

Camera Presets allow you to move the camera to pre-set positions.

- DUAL VIDEO
- Here you can change your local display
- Mute microphone (turns red)
- Turn Off Equipment
Shut Down

To turn off the equipment, first press the "Utilities" button...

then press the "Standby/Log-Off" button.

Closing Screen

The equipment is now off.
Remote Control Operation

1. Mic Off
   turns your microphone on and off.
2. Arrow keys are used for navigation in the menu and for moving the camera when the menu is hidden.
3. Volume + and – adjusts the system volume.
4. The Layout key toggles between full screen and different display layouts.
5. Cancel takes you back one step in the menu system.
   Use Cancel to delete characters in an input field.
6. Press the Call key to place a call.
7. Camera presets define specific camera positions.
   Press and hold a number key for 1 second to save the current camera position to that number key.
   To activate a preset whilst in a call, simply press and release that number key.
8. Snapshot takes a snapshot of your video. (Only while you are in a call)
9. The Presentation key switches to a predefined presentation source.
10. Press OK/Menu to show the menu and to select menu items.
11. Use Zoom + and – to zoom the camera in and out.
12. SelfView displays your outgoing video.
    Press SelfView again to turn SelfView off.
13. Store and recall your video contacts via the system PhoneBook for easy placement of calls.
14. Use the red End Call key to end the current call.
    Pressing this key when not in a call will place the system in Standby mode.
15. Number/Letter keys function in the same manner as with a mobile or cellular phone.
16. Press Touch tones when you are in a call and need to dial extension numbers etc. (instead of presets).
PART NAMES AND FUNCTIONS

① Stage
② Sub Column
③ Column Lock Button
Press this button while sliding the Sub Column down
④ Main Column
⑤ Camera Head
⑥ Focus Ring
⑦ Close-up Lens (Adapter Lens AC3)
Attach this lens for normal use. Remove this lens for viewing far-away subject.
⑧ Lighting Unit Shade
⑨ Lighting Unit Arm
⑩ Lighting Unit Arm
⑪ Lighting Unit Arm
⑫ Front Operation Panel
⑬ Power Switch
⑭ Lock Release Button (UNLOCK)
Press this button to raise/fold the Main Column
⑮ Carrying Handle
Pull out for carrying.
⑯ Mic. Volume (MIC VOLUME)
To adjust the input level of the microphone.
⑰ Mic. Jack (MIC)
Microphone can be connected into this jack. Audio signal is coming out from Audio-out Terminal.
**SETTING UP**

1. Press the lock release button [UNLOCK] and raise the column. Raise the column until the lock release button gets back to the original position.

2. Extend the column until it is locked.
3. Adjust the camera head to the required position.

4. Set up the lighting unit to stop positions.
5. Connect the power cord to the AC outlet.
OPERATING PROCEDURES

Simple steps for presenting printed materials

1. Turn the power switch of the Visual presenter ON. Various functions of the Visual Presenter are initialized. The initial settings of those functions are displayed by their respective indicators.

2. Place the object on the stage. While observing the image on the TV monitor, adjust the zoom button to obtain the optimum size.

3. Press the auto focus button for focusing.

Simple steps for viewing transparencies

1. Press the lighting button [BASE]. The [BASE] indicator lights on, and then the built-in baselight are turned ON.

2. Press the nega/posi conversion button, and the indicator shows [N] (Negative) mode. * Nega/posi conversion is not possible with RGB output.

3. When turning off the baselight, press the lighting button [BASE].
1. Turn the power switch OFF.

2. Fold down the lighting unit arms.
   Note: The arm, which is first folded down, should be turned and then the other as per the illustration so that two arms are closely located to the stage.

3. Turn the camera head to the illustrated position.
   Note: Stowing the camera head as per the illustration, or the stage surface or the lens may be damaged.

4. Pressing the column lock button, fully shorten the sub column.

5. Pressing the lock release button [UNLOCK], fold down the main column.
   Note: The illustration shows the fixed folded-down position for the column. Do not further press the column with excessive strength.
○ Nega/posi conversion
This function is used to view negative film as positive images. Press the nega/posi conversion button, and the indicator shows [N] (negative). Pressing the button again changes to normal [P] (positive) mode. Note: Nega/posi conversion is not available for RGB output.

○ Color/B&W selection
It is advisable to use this mode for viewing the B&W materials as documents, and clear image with no color blur is obtained. For normal use, set to [C] (color) mode. Pressing the color/B&W button changes to [B&W] or [C] mode in succession. Note: Color/B&W selection is not available for RGB output.

○ Zoom
When the zoom button is pressed to select [TELE], the image gets larger. When the zoom button is pressed to select [WIDE], the image gets smaller.

○ Zoom size preset
By pressing the function button and the zoom button [TELE] simultaneously, the zooming size of the viewed image is memorized (preset). Even after the zooming is re-done with the zoom button, the preset zoom size is available by pressing the function button and the zoom button [WIDE] simultaneously. New presetting will release the previously-memorized zoom size. Note: The preset zoom size is cancelled when the power is turned off.
SYMPODIUM TOUCH PANEL

SYMPODIUM BUTTONS
Sympodium Pen

What does each button do?

Return to mouse pointer
Where can you use the pen?

You can use stylus handwriting tool all throughout the Symposium program. It can be used in the desktop, MS Word, Excel, PowerPoint, during a presentation slide, etc.

Tool Bar button

After pushing the tool button, a toolbar window will appear in your desktop.
**Toolbar Window Buttons**

- Area Capture (Screen Snap Shot)
- Select Pointer
- Select Marker
- Select Highlighter
- Undo Changes
- Eraser
- Right Click W/ Pen
- More*

*The ‘More’ link offers advanced features which will not be needed for basic day-to-day operation of Symposium

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**Capture Button**

After pushing the capture button, a toolbar window will appear in your desktop.
Capture Button (Snap Shot)

Capture Area  Capture Window  Capture Screen  Capture Selected Area

Keyboard Button

After pushing the keyboard button, a keyboard will appear in your desktop. It can be used as a regular keyboard.
Smart Notebook

Smart Notebook can be used as a pad to draw or write using the pen.

PEN

AFTER USING THE PEN, PLEASE PUT IT BACK IN THE RIGHT PLACE.
Tandberg Quickstart

How to turn on the Tandberg equipment
(activates LCD projector and ITV equipment):

1. If the first screen you see is black, press the black oval at the bottom of the Tandberg touch panel to bring up the Start Screen, then Press the “Touch to Start” button.

2. Icons appear around the screen after start-up. You are primarily concerned with the Main Services silver circular icons on the far left. If you are not in an ITV class, simply select the source you wish to have projected on the main screen.

3. If you are in an ITV class and you are the presenting location, there will be 2 sets of icons on the far left of the Tandberg touch panel once you are connected to any remote location(s) and you press the “Presentation” button.

4. Select “Main” or “Instructor” camera at the top of the first column. If the resulting shot is not a desk shot, then press “Podium” on the right side of the touch panel.

5. In the second column on the left, select the source you wish to have projected on the main screen. Now viewers in remote sites will see you and the presentation source simultaneously.

6. The microphone icon at the bottom, right-hand side of the Tandberg touch panel will flash red with a line through it when the microphones in your room are muted. You will need to press that button to mute or un-mute the microphones.

7. Use the arrows next to the microphone icon to increase and decrease the volume of the speakers in your room.

How to shut down the Tandberg equipment:

1. First press the “Utilities” button on the bottom right side of the touch panel.

2. Then press the “Standby/Log-Off” button.

Notes:

- Turn on and log into classroom computers as usual.
- Log-off the computer when you are through.
- The LCD projector in room 235 (Computer Lab) must be turned on and off with the remote control which is to be left on the desk.
- If there is a class scheduled to start right after yours, do not shut down the Tandberg system. Simply log-off the computer.
- IT staff can quickly get you up to speed with your class equipment. Call as often as necessary for assistance.

All these instructions are at your fingertips in binders that are to remain on all ITV class desks.