

Lab B - Touch Panel Instructions to Configure the Entire Lab

IMPORTANT NOTE: After tapping any item, please pause 2-3 seconds for the setting to take effect before tapping another item.

Before any lab modules are used, you need to configure the entire Lab B, telling the system how you are going to use it.

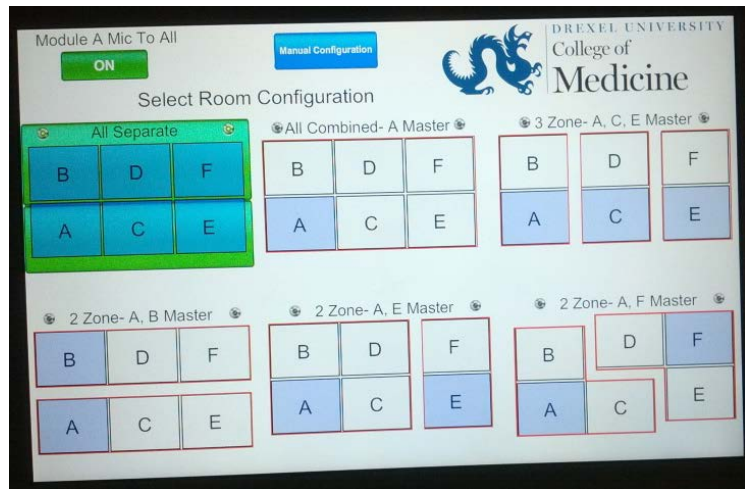
STEP 1) In Module A only, go to the larger touch panel on top. Tap it to wake up if it is dark.

STEP 2) You should be on the screen pictured to the right. If not, tap the “Reset and Exit” button.

STEP 3) This screen gives you 6 preset layouts.

The modules inside the red border will be “grouped” together in a zone. Tap a different zone than what you want, pause, then tap the zone you do want.

A “zone” will all hear the same thing from all microphones in that zone and hear the presenting computer audio. They will also see the same content on their table monitors or on the projector. The projector controls will control ALL projectors in that zone.



Notice that in each zone one module is blue. **The blue module is the master presenting module for that zone.**

The PC, document camera or laptop connection at that instructor module will be the one that is sent to all modules in that zone.

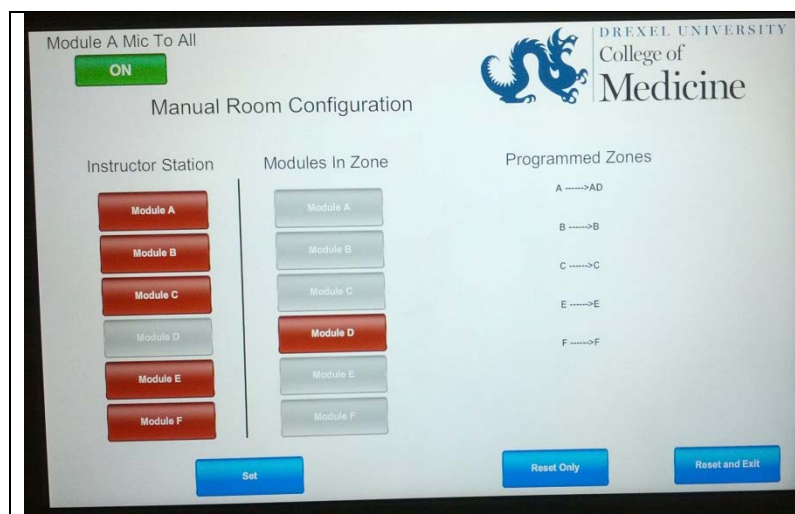
STEP 4) No matter what preset or manual set-up you choose, you can always override the microphone audio and talk from module A’s microphone to ALL modules by tapping the “TURN ON” button in the upper left. Don’t forget to tap the “TURN OFF” button when finished with your announcement from module A.

STEP 5) If the 6 presets are not what you want, then you can manually group any labs together by tapping the “Manual Configuration” button.

5a) Under the “Instructor Station” column tap one module that will be the instructor station.

5b) Under the “Modules in Zone” column, tap all modules you want grouped together.

5c) To set this group, tap the “Set” button at the bottom, wait until you see the letters appear under “Programmed Zones”. Then repeat Steps 5a, 5b and 5c for the next grouping.



- Manual configuration only takes a minute to set-up and is useful if you need to combine modules last minute.
- You can assign 1 module to a zone by simply selecting the same module under the “Instructor Station” and “Modules in Zone” columns, then select “Set”.
- If you pressed the wrong thing, just select “Reset Only” to start over.

Lab B - Using the Touch Panel at the Instructor Station in a Module

IMPORTANT NOTE: After tapping any item, please pause 2-3 seconds for the setting to take effect before tapping another item.

3 presentation sources are available to the instructor:

- The **local computer** (make sure it is turned on, look at the tower mounted under the counter)
- The **document camera** (uses HDMI cable, if you need HDMI for your laptop use cable going into the doc cam)
- The **VGA and audio cable** to use with your laptop

Sending a source to all displays will send it to all table monitors and the projector in all of modules that are grouped together in your zone. See Module A's Instructions to *Configure the Entire Lab* to find out about zone groups.

STEP 1) If the touch panel is dark, tap it. If it shows the Drexel logo screen tap to begin. If the screen says not available, then your module is grouped into a zone where another module is the instructor. All control needs to happen from the instructor module.

STEP 2) When you begin, none of the 3 sources will be selected. Or if the panel was not shut down prior, then 1 of the sources may be selected (shown in green). A best practice is to always select a source you do NOT want, pause, then select the source you do want. This ensures the source was recently selected. Selecting a source will ONLY send it to your local instructor monitor.



STEP 3) Tap the "TO ALL DISPLAYS" button to send the source to all displays in your zone.

To PREVIEW A SOURCE but not send it to all displays, select 1 of the 3 sources and it will appear on the instructor monitor but not on all displays (until you send it to all displays).

To ADJUST THE PC VOLUME or YOUR LAPTOP VOLUME, use the PC Volume control on the right. Note that this will NOT control the microphone volume.

To ADJUST THE MICROPHONE VOLUME in EACH MODULE, press the "Settings" button at the bottom. A volume control for all modules in your zone will appear and you can independently change your mic volume for each module. (See picture to right).



To TURN PROJECTOR(S) ON OR OFF, press the "Settings" button, then select the "Projector" button to view the projector controls. The ON/OFF will do this for ALL projectors in your zone.

- Each module has a wireless clip-on mic and a wireless handheld mic. Only 1 type can be used at a time.
- If grouping modules together in a zone, then 1 mic from each zone can be used. Useful for students to ask questions.
- Each module's PC has a gyromouse. If it is unresponsive, sync it by 1st pressing the connect button on the USB receiver, then press the connect button on the bottom of the mouse.
- All LED table monitors need to be controlled manually by the side controls. See instruction card on monitor.
- Please turn off all monitors, microscopes and shutdown touch panel (tap "Power" button) when finished with lab.
- Make sure all microphones and gyromice are returned to charger in the AV closet AND lock AV closet.