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TECHNOLOGY SERVICES

The Touchscreen Controlled Instructor Station

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Published by Kennesaw State University – UITs 2019

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University Information Technology Services

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Introduction

This document contains instructions that explain how to use the Touchscreen Controlled Instructor Station located in many classrooms across the Kennesaw State University campus.

Note: These are general instructions. The touchpanel display on your instructor station may not show all options available. For additional support, please contact the KSU Service Desk at 470-578-6999 or email service@kennesaw.edu.

Learning Objectives

By the end of this document, you will be able to:

- Turn on/off the touchscreen controlled instructor station.
- Mute the display.
- Adjust the volume.
- Operate the Document Camera.
- Play a Blu-ray and/or DVD.
- Connect a laptop to the instructor cart.
- Use a room-mounted video camera.

Turning on the Instructor Station

To turn on the touchscreen controlled instructor station and begin presenting:

1. Tap **anywhere** on the touchscreen to turn the instructor station on.



Figure 1 - Tap to Turn On

2. After a moment, the projector will turn on and display the instructor station PC by default.



Figure 2 - PC Display Selected by Default

Muting a Display

Video Mute is an option appearing on the Touchscreen Controlled Instructor Station that allows instructors to temporarily stop the projector image through the touchscreen interface, without fully turning off the projector. This is helpful for when you need to switch between content. The following instructions explain how to use this feature.

1. The *Projector/Display* options will display to the left of the touchscreen. On classrooms with multiple projection options, tap **Projector Control**.

Note: In classrooms with only one projector, mute may appear under the *Projector/Display* options.

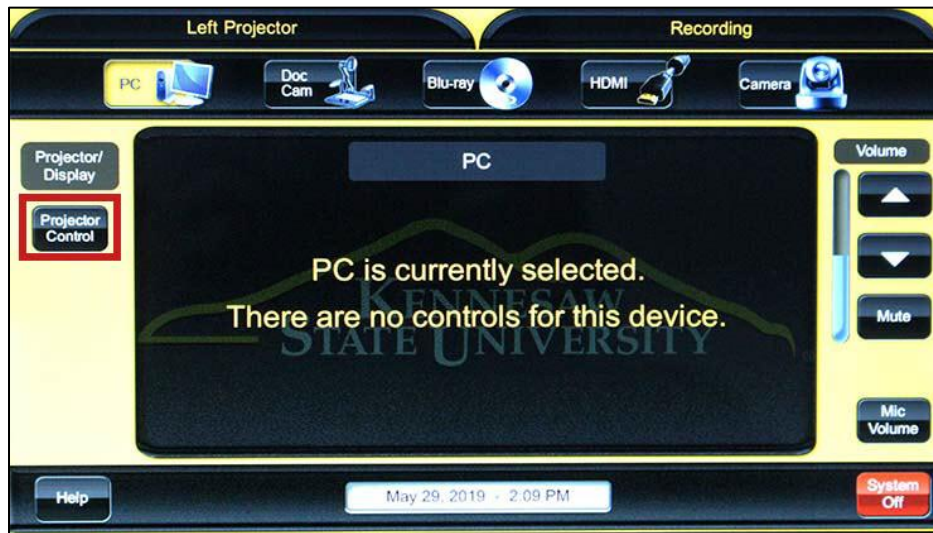


Figure 3 - Projector Control

2. The *Projector/Display Control* will display all available projectors/displays. Tap **Mute** under the desired projector/display to mute/unmute the selected display (See Figure 4).
3. To return to the previous screen, tap **close** (See Figure 4).

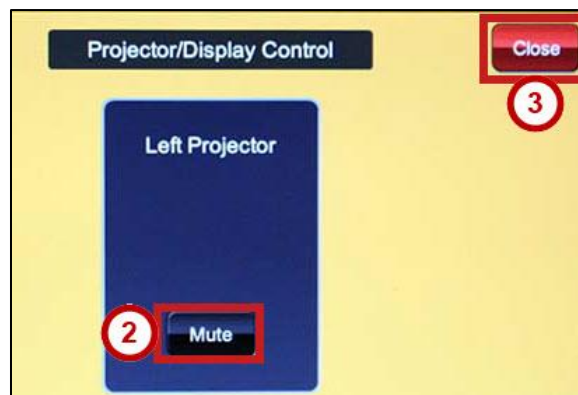


Figure 4 - Projector/Display Control

Adjusting the Volume

On Touchscreen Controlled Instructor Stations, the volume can be adjusted by using the touchscreen controls. To adjust the volume:

1. After turning on the instructor station, the *volume* controls will always display to the right of the touchscreen (See Figure 5).
2. To adjust the volume up/down or mute, tap the corresponding **volume control button** (See Figure 5).

Note: If you are displaying content on the instructor computer or a laptop, you may need to adjust the volume on those machines as well.

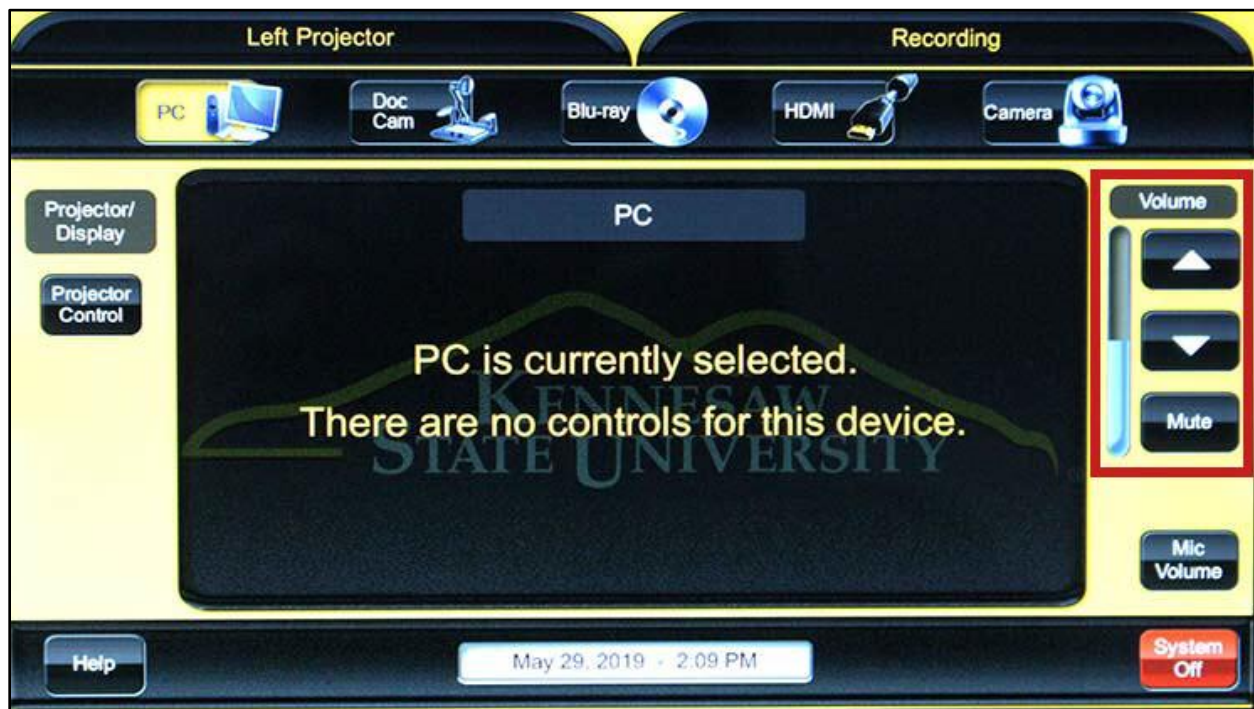


Figure 5 - Volume Controls

Operating the Document Camera

The following instructions explain how to operate the document camera.

1. After turning on the instructor station, tap the **Doc Cam** icon (See Figure 6).
2. The Document Camera on the instructor cart will turn on and begin to display the image on the projector screen. The document camera controls will display on the touchscreen (See Figure 6):
 - a. **Zoom**: Use to zoom in/out (See Figure 6).
 - b. **Focus**: Use to manually adjust focus on the document camera (See Figure 6).
 - c. **Auto**: Use to automatically focus the document camera (See Figure 6).

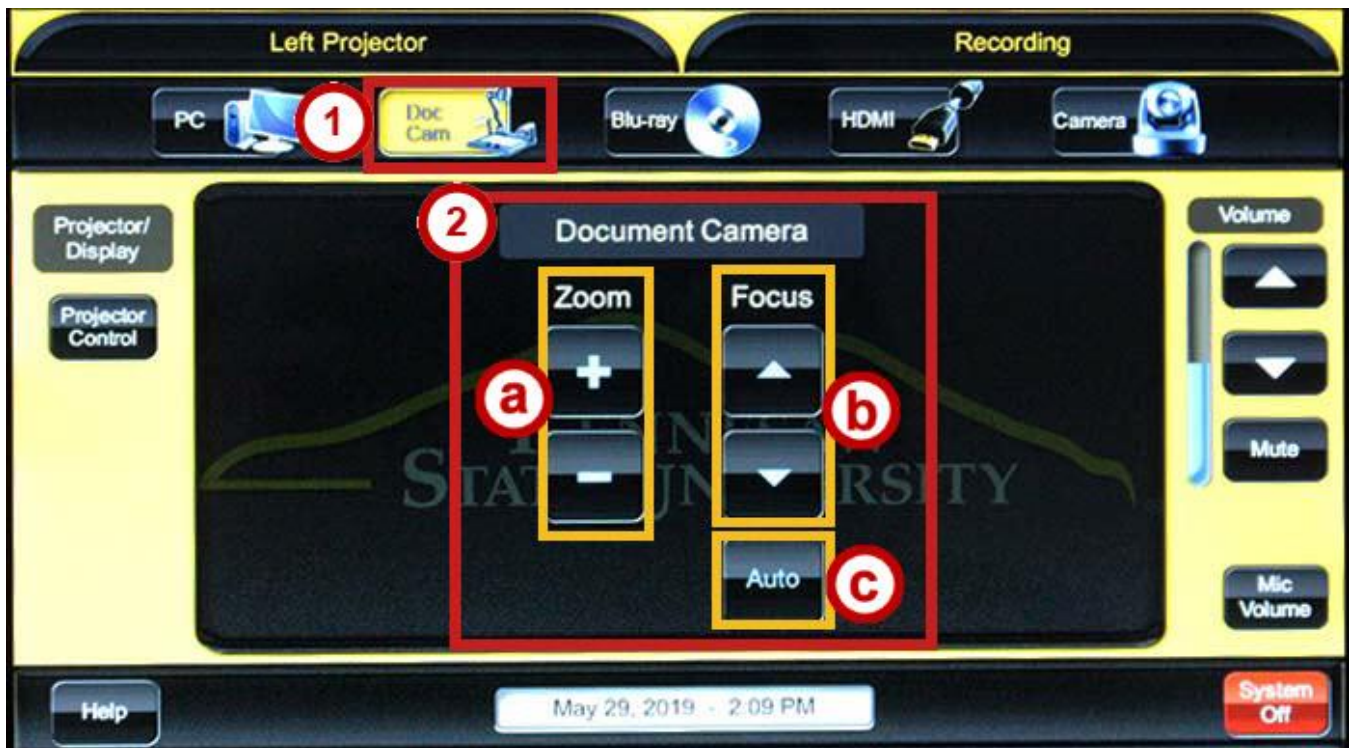


Figure 6 - Document Camera Interface

Playing a Blu-Ray/DVD

The following instructions explain how to play a DVD in the Touchscreen Controlled Instructor Station.

1. After turning on the instructor station, tap the **Blu-ray** icon.

Note: All Blu-ray players can play DVDs. Select the Blu-ray icon for DVD playback.



Figure 7 - Blu-ray or DVD Icon

2. The Blu-ray DVD Interface appears with the following options:
 - a. **Playback controls:** Controls to reverse, play, fast forward, skip back, pause, skip forward, and stop playback (See Figure 8).
 - b. **Navigation controls:** Controls to access the player menu, content title screen, navigation arrows, and enter for confirmation (See Figure 8).
 - c. **Power:** Used to turn the *Blu-ray* player on/off (See Figure 8).
 - d. **Eject:** Used to open/closed the disc tray on the *Blu-ray* player (See Figure 8).
3. Tap the **eject** icon to turn on the *Blu-ray* player and eject the disc tray (See Figure 8).



Figure 8 - Blu-Ray Interface

4. Insert your media into the *Blu-ray* player on the instructor station (the player is usually located under the *keyboard* tray of the instructor station), then tap the **eject** icon again to close the disc tray and load your media.
5. Use the touchscreen controls to navigate the disc's menu and begin playback of your media.

Connecting a Laptop to the Instructor Station

The following instructions explain how to connect a laptop to the instructor station using HDMI.

1. After turning on the Instructor Station, determine what sort of connection your laptop supports (e.g.HDMI, ect).



Figure 9 - HDMI Ports on a Laptop

Note: Most instructor stations provide cables for HDMI. Please check your laptop prior to using a station to determine what type of connections are available. You may need to use an adapter in order to make a connection.

2. Connect your laptop to the Touchscreen Controlled Instructor Station by using the appropriate cable (e.g. HDMI, etc).



Figure 10 - Connecting a Laptop Using HDMI Supplied by Instructor Station

3. Set your input type to *HDMI* by selecting **HDMI** from the touchscreen.



Figure 11 - Select HDMI Input

Note: Depending on the connections available with your instructor station, you may see additional or different connection options. Select the connection that suits your laptop.

4. Your laptop is now connected to the instructor station.

Using a Room-Mounted Video Camera

Some classrooms will have a video camera mounted somewhere near the rear of the room. This camera can be used to broadcast video to the room, or selected as a video source when using web conferencing software. The following will explain how to use the room-mounted video camera:

Note: Some classrooms may not have a camera available.

1. After turning on the instructor station, tap the **Camera** icon (See Figure 12).
 - a. **Presets:** Preset camera settings. When pressed will cause the camera to readjust to capture a different location in the classroom (See Figure 12).
 - b. **Zoom:** Used to manually zoom the camera in/out (See Figure 12).
 - c. **Pan/Tilt:** Used to manually pan/tilt the camera (See Figure 12).
 - d. **Power:** Turns the camera on/off. Green indicates that the camera is on (See Figure 12).

Note: When first accessing the camera menu, the camera will automatically power on.



Figure 12 - Camera Controls

Additional Help

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff

- Phone: 470-578-6999
- Email: service@kennesaw.edu
- Website: <http://uits.kennesaw.edu>