Cole 106
Colaboratory

Equipment Use Instructional Guide
Contents

1. Equipment Orientation
   A. Location & Basic Function.

2. Turning On the System

3. Modes of Use
   A. Lecture Mode.
      - What it does & how it works.
   B. Collaboratory Mode.
      - What it does & how it works.

4. Other Controls

5. Shutting Down The System

   This guide is a “Quick Start” document to allow the user to get the equipment up and going. Please contact Media Services by either using the Help Phone on the instructor desk, or calling 753-0172 to arrange a demonstration and explanation of other features.
The Collaboratory consists of an Instructors Station, six student Pod tables with eight independent computer stations each, six large touch screen monitors, and a central LCD projector and screen. An audio system provides sound reinforcement, and there is lighting control for each Pod and the Instructor Station.
1. Wireless microphones in cabinet drawer
2. Computer in cabinet – PowerPoint, internet, etc.
3. Smart Podium interactive monitor – monitor, annotate
4. Desktop microphone – press base to mute
5. Touch Panel - controls all room equipment
6. Cables for laptop computer or portable devices
7. Help phone - automatically dials tech support
8. Document camera - projects text, images, etc.
9. Blu-ray deck & DVD/VCR combo deck in cabinet
10. Pod monitor (1 of 6) – annotation, group work, etc.
11. LCD Projector (not seen) suspended from ceiling
12. Projection Screen (not seen) on wall behind desk
Two wireless microphones are provided in the drawer on the left end of the Instructors Station. One is a headset style with a battery pack that fits on a belt or in a pocket. The microphone loops around the ear. The other is a hand held unit. There is also a battery charger for the rechargeable batteries used in the mics.
Basic Start Up Procedures

Make sure both the Computer and the Monitor are on. Please note that the Computer should NEVER be shut down. Please Log Off only.
Basic Start Up Procedures

The touchpanel provides the controls for the equipment used in the room. If the screen is blank it can be activated by pressing it firmly. The above screen will appear. From here you can choose the Mode you wish to use.
Equipment Orientation
Location & Basic Function

The Document Camera allows you to project hard copy images or three dimensional objects on the various screens.

The Blu-ray player & a combination DVD/VCR deck are inside the right side of the cabinet. Blu-ray on top combo deck below.
Equipment Orientation
Location & Basic Function

Desktop Microphone. This Mic is always on. It can be temporarily muted by pressing down on the base and holding.

The Tech Help Phone connects you directly to a Media Services technician if you require assistance.

The Cable Caddy holds cables to connect external portable devices like Laptops etc. Some may require adapters not included with this equipment.
Modes of Use

There are three different Modes of use available to you.

Collaboratory Mode is the most versatile. The instructor can project any instructor station source (PC, document camera, video deck, laptop), any image from a pod monitor, or any individual workstation screen, to any combination of the front of room screen and any of the six large pod screens.

The Lecture Mode allows the instructor to project any instructor station source (PC, document camera, video deck, laptop) on the screen at the front of the room. Similar to a standard smart classroom.

The Audio Only Mode is for use with sound output from audio sources such as CD’s, streaming audio from the PC, and microphones.
In Lecture Mode, any source is sent to the front of room screen and pod 1 & 6 monitors. Press a source button and then press the “Send Source” button.
The video window in the center of the touch panel allows the instructor to preview the selected source before sending the image to the main screen (Before pressing “Send Source”). This allows cueing of videos, adjustment of document camera images, etc.
Modes of Use
Lecture Or Collaboratory Mode
Each source has its’ own controls.

Blu-Ray

DVD
Modes of Use

Lecture Or Collaboratory Mode

VCR

Document Camera
A “Portable Device” is any personal electronic device such as a laptop, iPad, iPhone, camcorder, etc. Connecting cables are found in the Cable Cubby on top of the instructor station. Some devices need an additional adapter which the user must provide.
Collaboratory Mode

Collaboratory Source Selection

When choosing Collaboratory mode, this screen will appear. It is the “source selection” screen.

The video from these sources can be sent to any combination of the front of room screen and any of the six pod monitors.
Collaboratory mode (continued)

Sending a source to a destination

1. Choose a source by pressing a button

2. Press the “Send Source” button at the top of the screen
Collaboratory Mode (continued)

Sending a source to a destination

This screen appears and allows you to select the destination(s) to send the image. You can chose any combination of the three. If you wish to send the source to only specific pods, the “individual pod destinations” bar and the following screen will appear.
Collaboratory Mode (continued)

Sending a source to individual pods.

Press any of the pods and the image from the source chosen will appear on the large monitor at that Pod table. You can send different sources to different monitors by going back to the source screen, selecting another source, and then sending it to another pod monitor.
If the Pod Tables source is selected, this screen shows. Select the pod monitor you want to view. You can preview the selected monitor, then press Send Source and select the destination(s) where you would like to view the image.
There is a volume control that allows the user to raise or lower the volume or mute the sound output of that source.
There is an Audio Adjust selection on the touchpanel which allows the user to adjust or mute the volume on either the Instructor’s wireless microphone or the desktop microphone.

To exit this screen, press the red “Close” box at upper right.
The Lighting Controls selection on the touch panel allows the user to turn on or off the lights over the pods or over the instructor station.

To exit this screen, touch the red “Close” box at upper right.
The System Utilities selection on the touch panel gives the user several control options including: mode change, projector on/off, projection screen up/down, reverting the Pods to Local control, and system Power on/off. To exit this screen, touch the red “Close” box at upper right.
Shutting Down The System

Be sure to shut down the system when finished. Logging off the PC DOES NOT turn off the system. Press the “System Off” button at the lower right of the touch panel, or press the “Power On/Off” button on the utility screen.

The following screen appears. Press “Yes” to shut down. The projector turns off, the projection screens retracts, and the rest of the system powers down.
Additional Features

As mentioned before, there are several other features and programs available for use. For further instruction on other capabilities contact Media Technical Services by using the tech help phone on the instructor desk, or calling 753-0172 or 753-0173.