Workforce Development 105 LTS Quick-Start Guide

Purpose: This document provides quick-start instruction on how to use the Learning Technology System specific to room 105 in Workforce Development. If you are looking for information on another classroom LTS, you can find a quick-start guide for the touch panel in your classroom under TCC Training Documents at: http://www.tcc.edu/faculty/av/training.htm

Components in the 105 LTS are, from top to bottom: A PC, A DVD/VHS Combination unit, two Extron Video Scalers, and two power devices. Below the power supplies are items specific to the rooms MediaSite and Polycom Video-teleconferencing Systems. It is important that the settings on these devices remain as they are for optimal performance of the VTC systems, these settings should NOT be changed.

You can see that there are four USB ports located on the PC for you to plug in additional USB devices as needed.

On top of the LTS lectern you will see the Crestron Touch Panel. Located in the same area are a VGA cable and an audio cable that you may use to connect your own laptop to the display system. See Page 4 of this document for laptop instructions. If the screen is blank, first try pressing anywhere on the touch screen to wake the touch panel to the TCC logo screen. If this is not successful, there is a power button on the top left hand side of the touch panel.
Once your touch panel is awake, you will see a screen that says:

Tidewater Community College
Manning Building Room 105

with a “Start System” button at the bottom. When you press “Start System” a blue status bar will let you know the system is warming up.

The powered screens will begin to lower and both Christie projectors will power on.

Along the top of the touch panel are the buttons for all the various inputs you can use through the LTS. From left to right these inputs are:

Lectern PC, Laptop, VTC, DVD, VCR, Doc Cam, Camera, MediaSite, Settings and Exit.

Pressing any of these buttons will take you to a control page for the device you intend to display.

Once you have brought up the control page for the device you want to display you will have controls at the bottom of the touch panel for where you would like to display the device.

You can choose to send the image to either the left projector, the right projector, the preview monitor or to share your content via Polycom VTC or Mediasite. Simply press the appropriate button on the touch panel.
The control over multiple displays means that you can send different sources to different displays. For example: If you wish to display both your laptop and the Lectern PC at the same time you would do that in the following way.

You would press the Lectern PC button at the top and then press the button for either right or left projector (your choice.) Then you would press the Laptop button and then press the button for the projector you did not select for the Lectern PC.

You can also use this functionality to have a Polycom VTC on one screen and a Powerpoint image on the other.

You will also notice that at the very bottom of every page is the volume control; arrows on either side of the red slider bar allow you to raise and lower the master volume for the room. To the far left of the slider bar is a small icon that looks like a speaker, pressing this button allows you to mute the audio in the room.

When your presentation is complete, press the exit button on the right hand side of the touch panel, this will bring up an option that says “Are You Sure You Want to Exit?”

Press the door icon to exit or the “no” icon to cancel and return to the controls.

Once you’ve pressed exit you will be taken to a cool down page as the screens raise and the projectors power off.
**LAPTOP INSTRUCTION:** When using a laptop as a display source, connect your laptop via the supplied VGA and audio cables pictured on page 2 of this document. Once you have connected your laptop to these cables, press the laptop input button. Some laptops will immediately display once you have selected the appropriate display button for either the right or left projector. If your laptop does not immediately display you will have to use the multi-display function button on your laptop, this is usually a Function Key on your laptop but which button it is varies from one manufacturer to the next so you will need to be familiar with the laptop you are using.

Specific instructions on how to use the Polycom VTC and the MediaSite system in 105 are provided as separate documents on the LTA Training page located at: [http://www.tcc.edu/faculty/av/training.htm](http://www.tcc.edu/faculty/av/training.htm)

Workforce Development Room 105 is a unique system and this document serves as a very broad Quick Start Guide, to schedule a one-on-one or group training on this system feel free to contact the Learning Technology Applications trainer at: 822-1937 or via e-mail at mblanchard@tcc.edu.

If you experience technical difficulties with your Learning Technology System you can submit a help desk request through e-mail to helpdesk@tcc.edu.