



## Annotation Control Panel

### Introduction

The Annotation Control Panel (ACP) controls the video projector, switching between output from attached PC, VCR or document camera. The panel also allows the presenter to overlay the projection with hand drawn annotations .

The system consists of:

- touch sensitive flat panel display (touch screen)
- touch screen pen
- PC with CD/DVD player
- VCR
- document camera
- cables to connect Laptop video and audio
- ceiling mounted video projector and audio system

Remember:

- 1 Control the system using the touch screen and special pen (do not use an ink or marking pen).
- 2 The mouse and keyboard on the teacher's station will not affect the ACP; use the mouse and keyboard to control the teacher station PC.

The ACP controls two views, one for the presenter, the other for the audience. The presenter can view preview any input (teacher station PC, laptop, VCR or document camera) before displaying via room projector.

An interactive legend of the ACP is available at [http://www.coe.uga.edu/twt/room-scheduling/acp\\_interactive.html](http://www.coe.uga.edu/twt/room-scheduling/acp_interactive.html)

### Basic Operation

Step	Action	Notes
1	Touch the screen to activate system.	
2	Attach your device(s).	You may attach a laptop. The teacher station PC also can access Internet and COE Novell Server.
3	Touch "ON" button to turn room projector on.	
4	Select input by touching a button in Instructor's Preview (right hand window of control panel).	PC = Teacher Station PC Laptop = Lecturer's Computer VCR = VCR in Teacher Station Doc Cam = Document Camera.

5	Select output by touching a button in Audience Display (left hand window of control panel). Alternatively, touch "Send to Audience" button to send currently selected input to the projector.	Same as step 3.
6	Touch "Annotate" button.	Input source will be automatically selected for output and annotation. See below for Annotation Help.

## General Help

The teacher station PC has a desktop shortcut to detailed help information.

Step	Action	Notes
1	Touch "PC" button in Instructor's Preview (right hand window of control panel).	Input is now set to teacher station PC. Students will continue to see video from selected output device.
2	Use mouse to double click "Control Panel Help" icon.	Internet Explorer launches to display detailed help pages.

If you need additional assistance, please call the OIT Help Desk at 2-8007.

## Play CD/DVD

Step	Action	Notes
1	Access the teacher station PC in the lower right cabinet. Place CD/DVD into PC.	CD/DVD player will automatically start.
2	Touch "PC" button in Instructor's Preview.	CD/DVD player appears in window.
3	Use mouse & keyboard to control CD/DVD player.	Select chapter, stop, start, etc. Volume should be appropriately preset.
4	Touch "Send to Audience" button	

## Play VCR

Step	Action	Notes
1	Access the VCR in the upper left of teacher station cabinet. Place tape into VCR.	
2	Touch "VCR" button in Instructor's Preview.	VCR controls appear below preview window.
3	Touch "Send to Audience" button.	

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## Play PowerPoint (or other application) from Laptop

Step	Action	Notes
1	Plug VGA connector from teacher station into laptop.	Connector cable extends from top left of teacher station.
2	Plug audio connector from teacher station into laptop.	Connector cable extends from top left of teacher station. Plug into headphone jack of laptop. Only necessary if you wish to broadcast audio from laptop
3	Touch "LAPTOP" button in Instructor's Preview.	You may have to command the laptop to send a signal to external VGA port, typically function F7 or F8.
4	Touch "Send to Audience" button.	

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## Annotation Help

In Annotation Mode, the control panel allows the presenter to overlay currently selected output with hand drawn graphics using a pen device. Each graphic is an object that can be independently manipulated.

The presenter may select from an assortment of pen styles and colors. While in annotation mode, the button on the touch screen pen temporarily activates the laser pointer tool.

See [http://www.coe.uga.edu/twt/room-scheduling/acp\\_tool\\_interactive.html](http://www.coe.uga.edu/twt/room-scheduling/acp_tool_interactive.html) for legend of tools and their functions.

<b>Step</b>	<b>Action</b>	<b>Notes</b>
1	To enter Annotation Mode: Touch the "Annotate" button in Audience Display section of screen.	The annotations will overly the currently selected output. The annotation tool pallette will appear.
2	Select a tool by touching its icon.	Pen: free hand drawing. Line: touch and drag pen. Begin point is location of intitial contact with screen, end point is location where contact is broken. Rect: touch and drag pen to create expanding rectangle. Select: use pen to select and move an annotation (graphics object). Hi-light: Pen of width 3 and color yellow. Laser: The laser pointer will draw a series of dots tracing pen movement, which disappear when pen is removed from touch screen.
3	Select tool color by touching a color chip.	For best visibility, choose a color which highly contrasts current background.
4	Select tool line thickness by touching a line thickness chip.	
5	Touch Clear to delete current annotation.	
6	To Move tool pallette, touch appropriate arrow.	Tool palette may obscure content. To move palette, use Move function.
7	Touch Exit to end annotation mode.	