



Lakeshore

Teacher Desk Guide

Friends-

Welcome Back to School.

It has been a busy Summer in the District and TPC Technologies has been proud to be a part of your updated Classroom Technology. While there are some exceptions, new technology was generally deployed as follows:

- If your room was equipped with a Lakeshore Excellence Foundation system, you should see no changes to room functionality. Some wiring may have been re-routed to accommodate the new HVAC units, but your room should continue to function as you are accustomed;
- If your room was equipped with a SmartBoard and Projector, you have received an updated Teacher Desk and a new LightSpeed voice amplification system. If your room was equipped with a document camera, it has been relocated to your new desk. Your projector, doc cam and board will continue to function as you are as you are accustomed;
- If your room had only a projector or no technology, it has been equipped with an Epson 585wi projector and DC-12 Document Camera. This unit combines the functionality of a projector and interactive whiteboard (e.g. SmartBoard) into a single wall-mounted unit. Additionally, you have received an updated Teacher Desk and a new LightSpeed voice amplification system.

On the pages that follow, we will endeavor to give you some “Quick Start” hints for using your new classroom technology.

Best wishes for the new school year,



Your complete Electronic System Contractor and Production Company

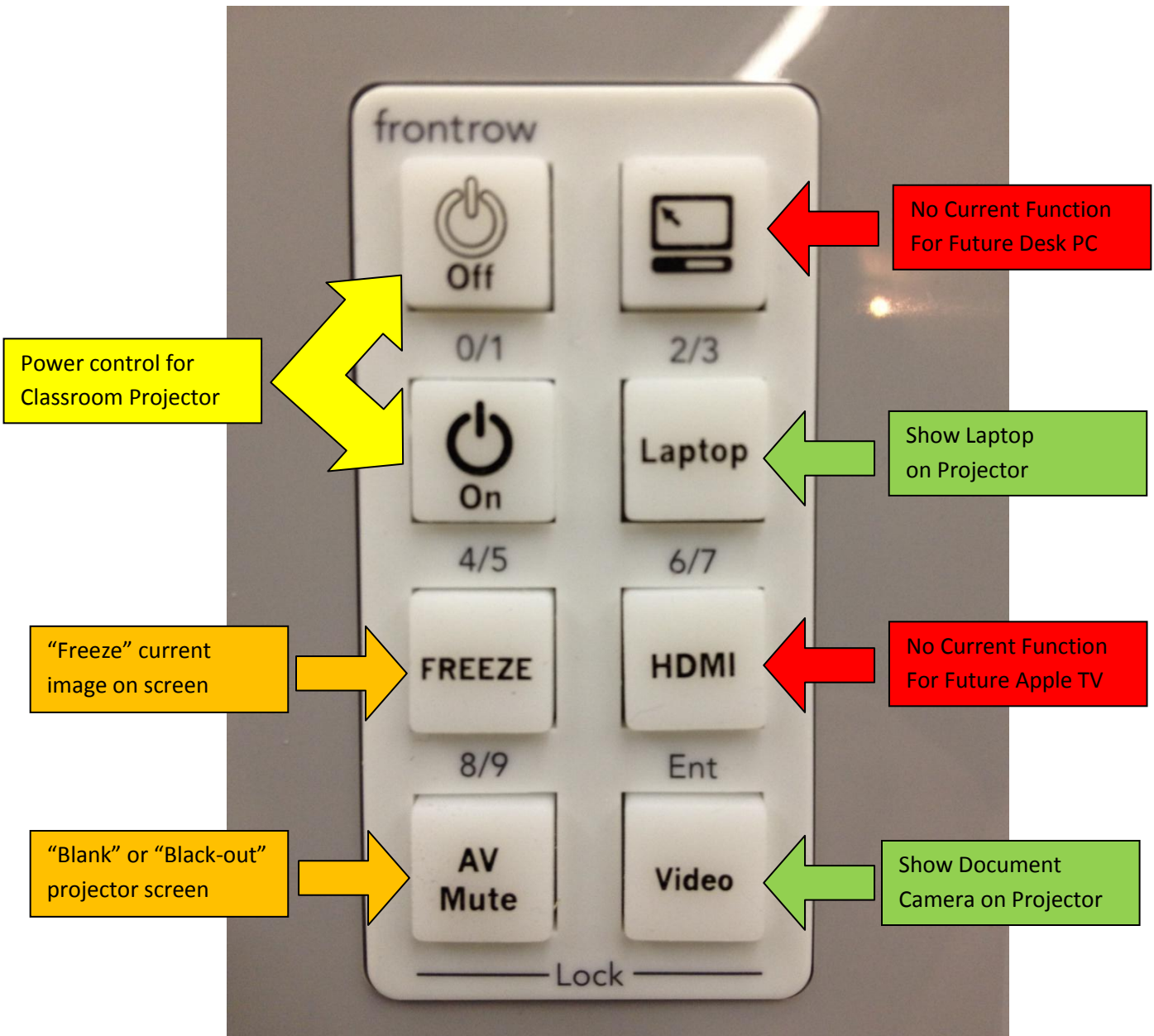
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Button Station:

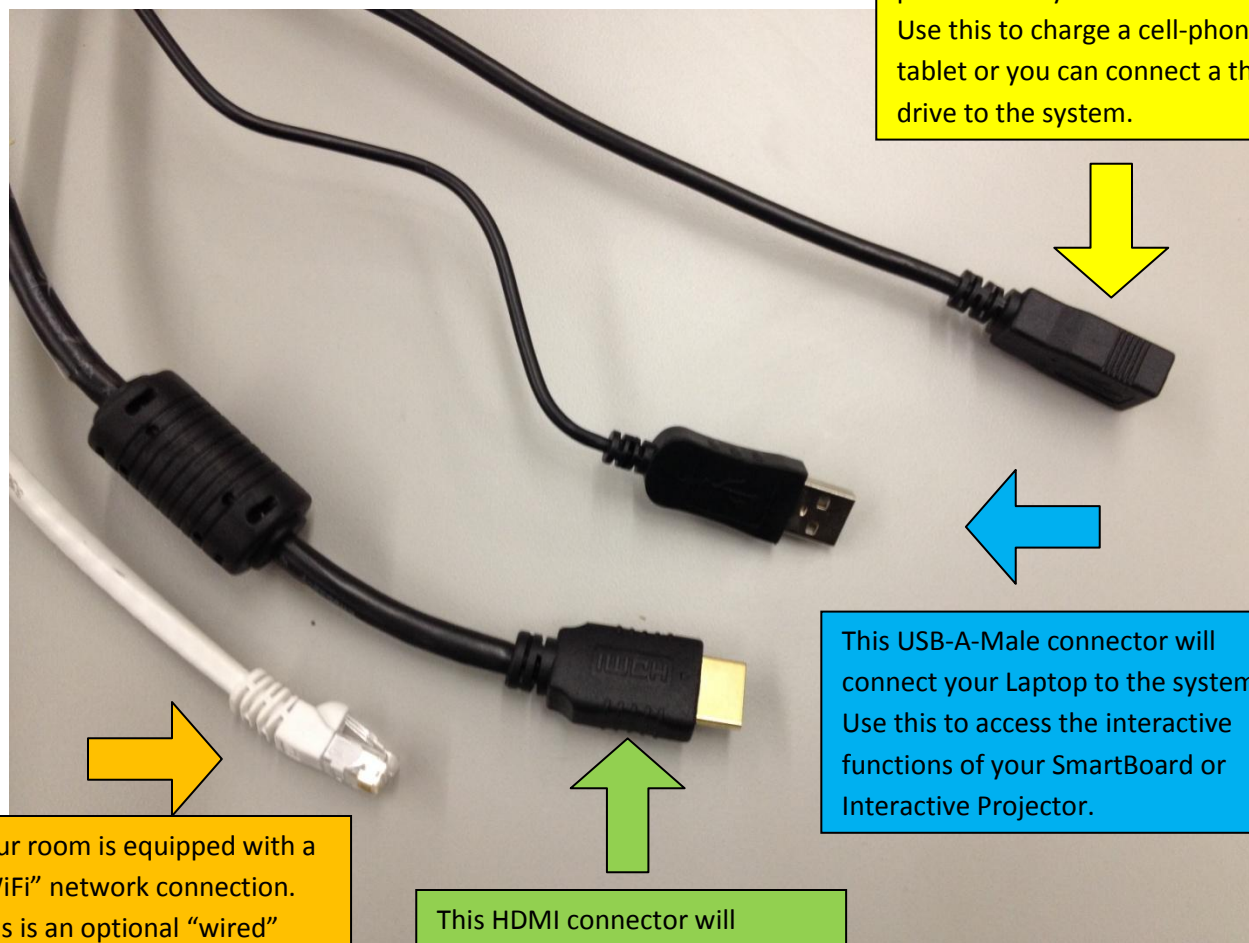
Your desk is equipped with a button station for ease of room control without remotes. Functions are as follows:



Laptop Connection Harness:

Your desk is equipped with a wiring harness to connect your Laptop. This bundle of wires is wrapped in a nylon mesh sleeve. A Convenience Outlet is provided under the desktop on the right side so you can power your Laptop while in use on the desk.

Connectors are as follows:



This USB-A-Female connector is provided for your convenience. Use this to charge a cell-phone or tablet or you can connect a thumb-drive to the system.

This USB-A-Male connector will connect your Laptop to the system. Use this to access the interactive functions of your SmartBoard or Interactive Projector.

Your room is equipped with a "WiFi" network connection. This is an optional "wired" network connection.

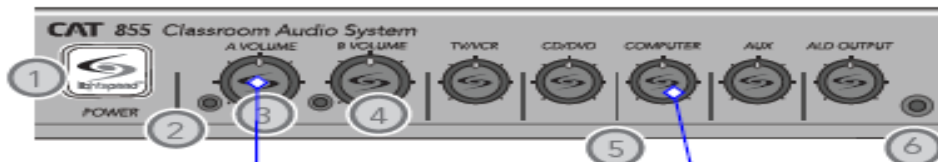
This HDMI connector will connect your Laptop to the system. If your Laptop does not have an HDMI connector, please contact IT for an adapter.

A Convenience Outlet is provided under the desktop on the right side so you can power your Laptop while in use on the desk.

LightSpeed Voice Amplification System:

Your desk is equipped with a voice amplification system so that all corners of the classroom can hear equally well. The control panel is located just under the desktop to the right. Functions are as follows:

CAT 855: FRONT PANEL CONTROLS



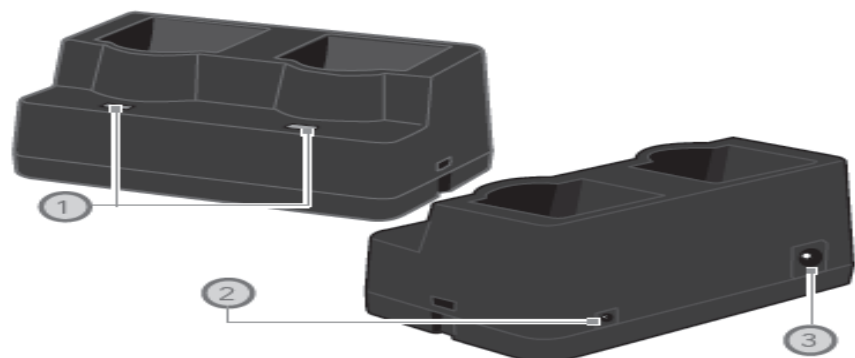
**Your Microphone
Volume Control**

**Your Computer
Volume Control**

- 1. POWER SWITCH/INDICATOR:** Press this button to turn the Cat 855 on (pushed in) or off. When the POWER is switched on, the blue LED indicator will light.
- 2. AUDIO INDICATORS:** These lights flash red when audio (voice) from the microphone is detected.
- 3. A VOLUME:** Controls the volume of the teacher microphone (set to channel A). Rotating the knob clockwise increases output level.
- 4. B VOLUME:** Controls the volume of the student or second teacher microphone (set to channel B). Rotating the knob clockwise increases output level.

- 5. AUDIO INPUT VOLUMES:** Control the volume of the audio coming from the media source (computer, TV/VCR, CD/DVD, etc.) connected to the corresponding input on the rear panel.
- 6. A/D OUTPUT AND VOLUME:** 3.5mm stereo jack sends audio signal to external equipment such as a recorder or an assistive listening device like Lightspeed's 370 Transmitter. Use the volume control to set the optimum signal level for the device.

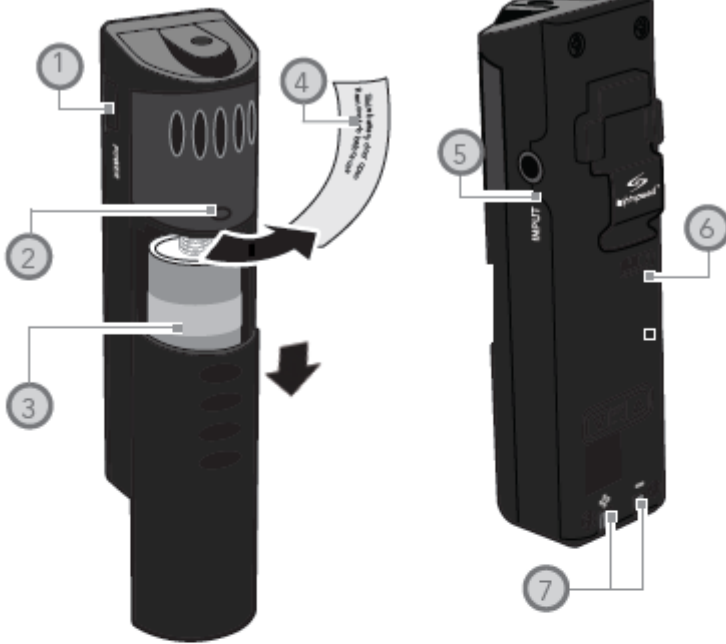
REDMIKE CRADLE CHARGER CONTROLS AND CONNECTIONS



- 1. CHARGE INDICATORS:** The light glows red while the Redmike is charging. When fully charged, the light will glow green. A blinking red light indicates that no battery is sensed, (Redmike Yellow Protective Tab may not have been completely removed—see page 19, item 4.) A blinking green LED means a non-Lightspeed battery has been installed (possibly an alkaline battery).

- 2. DC POWER PORT:** Connect the 5V/1.0A DC power cord here.
- 3. OPTIONAL CHARGING PORT:** Plug the charging cord for the optional Redmike Share microphones here.

REDMIKE: CONTROLS AND CONNECTIONS



1. POWER BUTTON: Press this button to turn the Redmike on, press again to turn it off (mute).

2. POWER/LOW BATTERY INDICATOR: A blue light indicates the Redmike is on and fully charged. A red light indicates a charge is needed.

3. BATTERY COMPARTMENT: To access the battery compartment, slide the door downward. The battery should only be replaced by a Lightspeed AA rechargeable sensing battery (NH2A27).

4. YELLOW PROTECTIVE TAB: Slide the battery compartment door open to remove this disposable protective tab before use. NOTE: do not attempt to remove the tab without first opening the

compartment door, as it may tear, leaving fragments.

5. AUDIO/MICROPHONE INPUT: Use this input to plug in a laptop, MP3 player or other audio source to wirelessly transmit audio to be played through the system. Alternatively, an external microphone can be connected.

6. CHANNEL SELECT SWITCH (CH A/B): This switch allows for selection between channel A or B. If you are using a single microphone, we recommend using channel A.

7. CHARGER CONTACTS (+ -): These contacts interface with the charging tabs in the RMCC cradle charger for daily charging. Simply place the Redmike in the charger.



6. TIPS TO OBTAIN OPTIMUM AUDIO PERFORMANCE

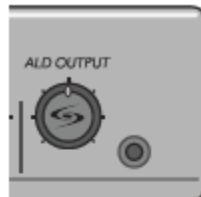
- Speak in a natural voice. A normal conversational speech level will provide an adequate signal. It is not necessary to increase the intensity of your voice—the audio system provides adequate amplification (approximately 5 – 10 dB) above ambient room noises.
- Avoid wearing jewelry that may rub or bump against the microphone.
- Turn the Redmike off during private conversations with a student, parent, or other classroom visitor. You can also cover the LED lens on top of the Redmike to block the signal.
- Recharge batteries each night. When recharged nightly, operating time (actual usage) for the transmitters will last through a typical school day.

LightSpeed Voice Amplification System ~ Personal Assistive Listening Device:

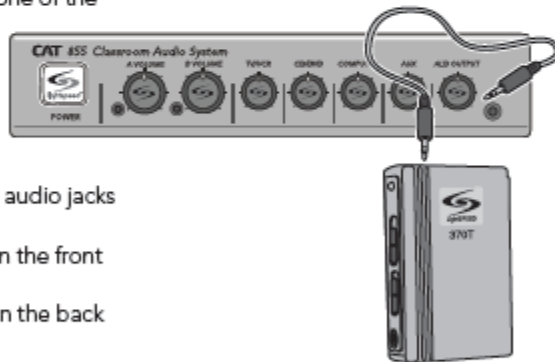
Your LightSpeed voice amplification system is equipped with a front panel output so that students utilizing ALDs can connect directly to your classroom audio. Functions are as follows:

4. OUTPUT TO PERSONAL ASSISTIVE LISTENING DEVICE (ALD)

1. Turn the AUX OUT volume control on the back panel all the way down (fully counterclockwise), or turn the ALD volume control on the front panel all the way down (fully counterclockwise).



2. Determine the size and type of audio input jack on the device as many manufacturers' products differ in connector size and shape. The Lightspeed 370 Transmitter requires a 3.5 mm to 3.5 mm patch cable (part# MSC3535, not included).
3. Connect a patch cable from the ALD's microphone jack or AUX input to one of the



following 3.5mm audio jacks on the amplifier:

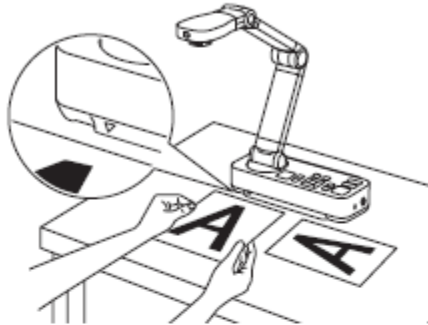
- "ALD OUT" on the front panel
 - "AUX OUT" on the back panel
4. With the amplifier and ALD turned on, speak into the Redmike and slowly adjust the corresponding volume control on the amplifier until the appropriate audio level is obtained in the ALD.
 5. It may be necessary to adjust the volume on the Personal FM receiver to achieve appropriate volume level.

Epson DC-12 Document Camera (select rooms):

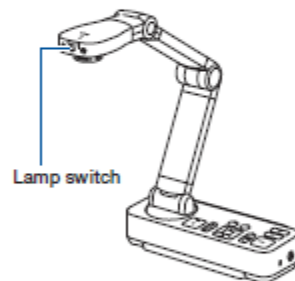
Your desk is equipped with an Epson DC-12 doc cam. It is already connected to the system via a labeled HDMI connector. Functions are as follows:

Using the product

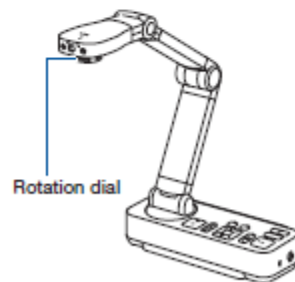
- 1 Place your document on the table under the camera head. Align the center of your document with the ▽ mark on the side of the document camera.



- 2 Slide the lamp switch to illuminate the document.



- 3 Turn the rotation dial on the camera head to rotate the image.



- 4 Press the **Focus** button on the document camera or the **Auto Focus** button on the remote control. Your document is automatically focused.
- 5 To zoom in or out on part of the image, press the **Zoom** ⊕ or ⊖ button.

Epson 585wi Interactive Projector w/ Pens (select rooms):

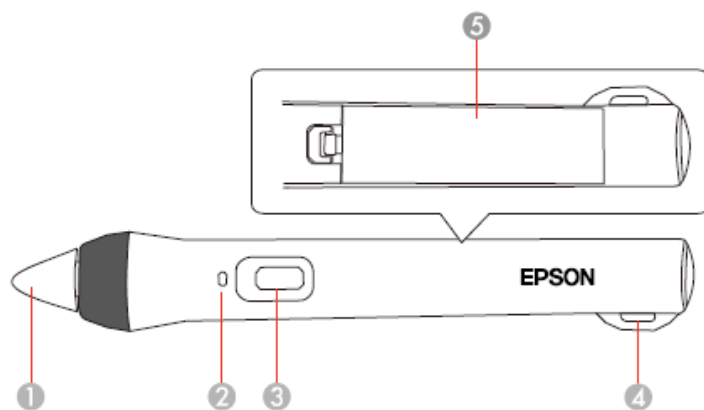
Your classroom is equipped with an Epson 585wi Interactive Projector equipped with 2 pens. A set of rechargeable batteries are provided for the pens. You may place the charger where convenient in your classroom. The pens function much like a traditional mouse in addition to providing interactive capabilities. Functions are as follows:

Using the Pens

Your projector came with a blue pen and an orange pen, identified by the color on the end of the pen. You can use either pen, or both pens at the same time (one of each color), with Easy Interactive Tools.

Make sure the pen batteries are installed.

Note: The pen turns off automatically after 20 minutes of inactivity. Tap the pen tip or press the button on the side to turn the pen back on.

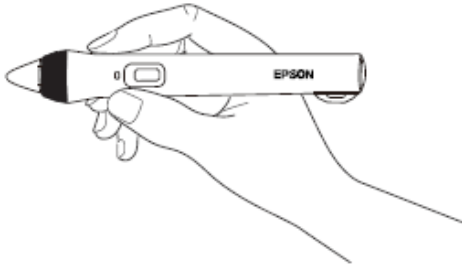


- 1 Pen tip
- 2 Battery light
- 3 Power/function button
- 4 Attachment for optional strap or cord
- 5 Battery cover

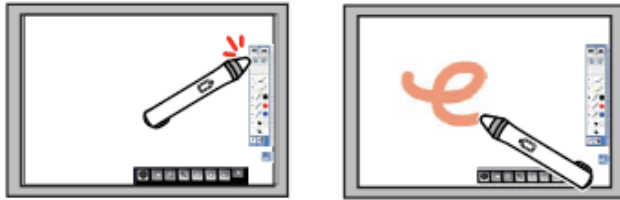
- To turn on the pen, tap the pen tip or press the power/function button.

Note: If you press the button, the battery light flashes briefly, then turns off. If the battery is low, the battery light flashes continuously.

- For best performance, hold the pen perpendicular to the board, as shown below. Do not cover the black section near the tip of the pen.



- To write or draw on the projection surface in annotation mode or whiteboard mode, do the following:



- To select a projected item, such as an icon, tap the projection surface with the pen tip.
 - To draw on the projected screen, tap the projection surface with the pen and drag it as necessary.
 - To move the pointer, hover over the surface without touching it.
 - To switch the pen from drawing tool to eraser, press and hold the power/function button on the side.
- To use the pen as a mouse in PC Interactive mode, do the following:



- To left-click, tap the board with the pen tip.
- To double-click, tap twice.
- To right-click, press the power/function button on the side.
- To click and drag, tap and drag with the pen.
- To move the cursor, hover over the board without touching it.

Note: If you do not want to use the hovering feature, you can turn it off using the **Easy Interactive Function** in the projector's Extended menu.