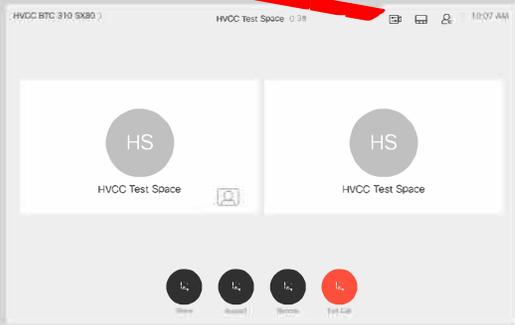
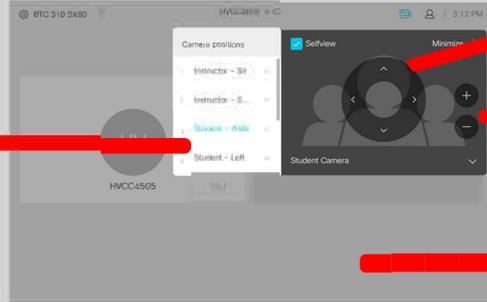


# BTC 310 and BTC 314 Classroom Touch Panel

To Operate Camera:  
Touch Camera in upper right



Scroll up/down for Instructor and Student Camera presets  
Select preset and touch arrows to pan/tilt camera



Touch to zoom camera

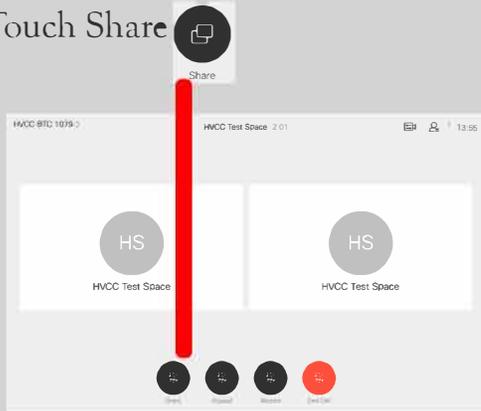
Touch anywhere to get to home screen

Videoconference  
Helpline:

**518-810-1986**

Must dial 9 first  
to get an outside line

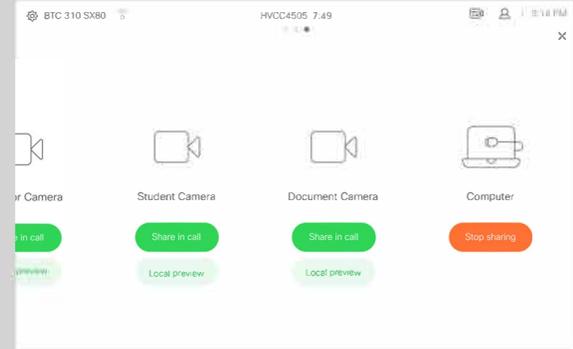
To Share Document Camera or PC:  
Touch Share



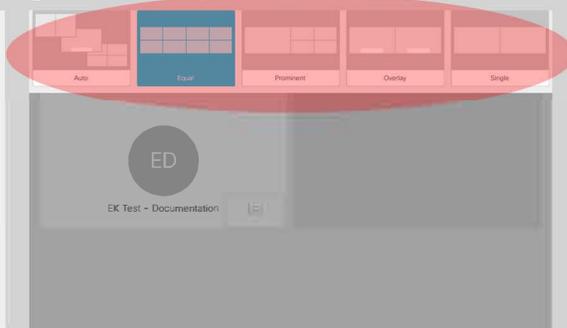
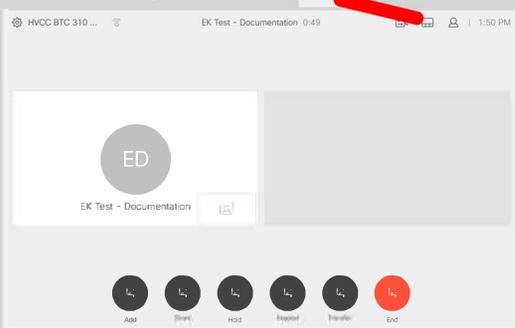
Swipe from right to left  
Touch Share in a call to send either document camera or computer



Touch Stop sharing to stop sending PC or Document Camera to remote sites



To Change Remote Site Layout:  
Touch Layout Icon and choose preferred layout



Document Camera:

Zoom In (Tele)

Zoom Out (Wide)



# Touch Panel Features

## Recording:

To start recording, touch Record and touch Start recording.

An automated voice will indicate that the conference is recording.



To stop recording, touch Record and touch Stop recording.

An automated voice will indicate that the recording has stopped.



## Selfview/Picture-In-Picture (PIP):

To turn PIP on/off, touch camera icon and touch the checkbox next to Selfview

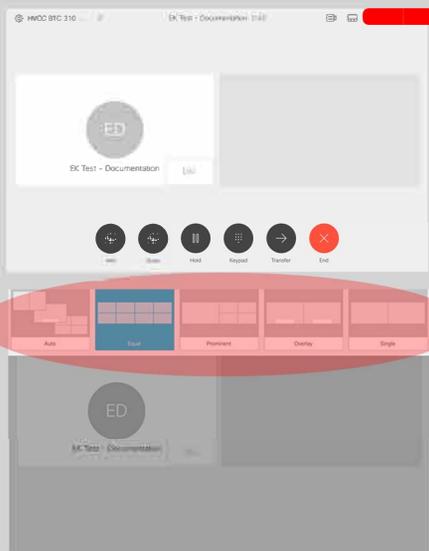


To move PIP, press and hold selfview icon for two seconds until it turns blue, then move PIP to any gray box



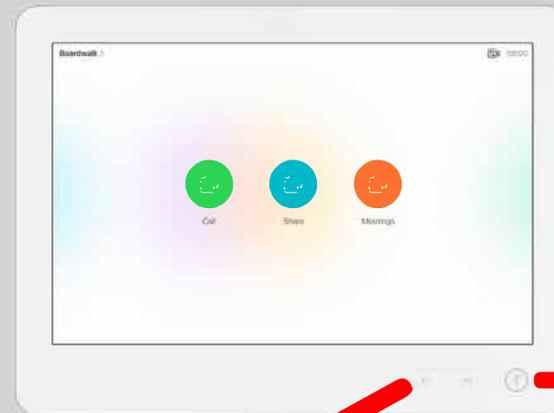
## To Change Remote Site Layout:

Touch Layout icon 



Choose preferred layout

## Physical Buttons:



Volume controls for speakers (remote sites and PC audio)

Mute/unmute microphones  
Red=Muted  
Green=Live