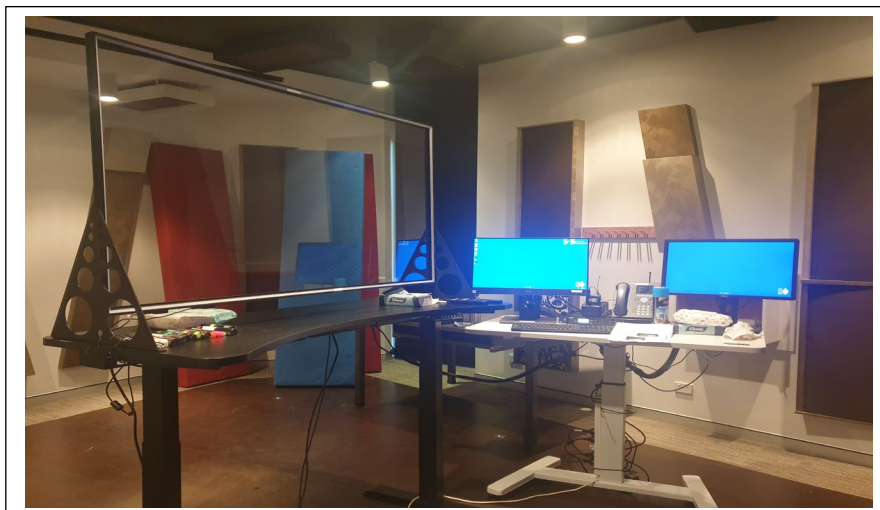


Learning Glass - Technical Setup Townsville Campus

Once you have booked your Learning Glass session you will need to set it up in the room. The steps below detail how to set up the Learning Glass technically for use on the Townsville Campus.



1. Check that the Learning Glass is on at the power-point (**It should be already on when you enter the room**). If off switch to the ON position.

2. Turn on the TV and camera using the remotes in the room (**it should be on when you enter the room**).



The **TV Remote** here on the left enables you to see the camera feed of the Learning Glass and to check it is being received.

The **Camera Remote** (pictured here on the right) is used to turn the camera on/off.

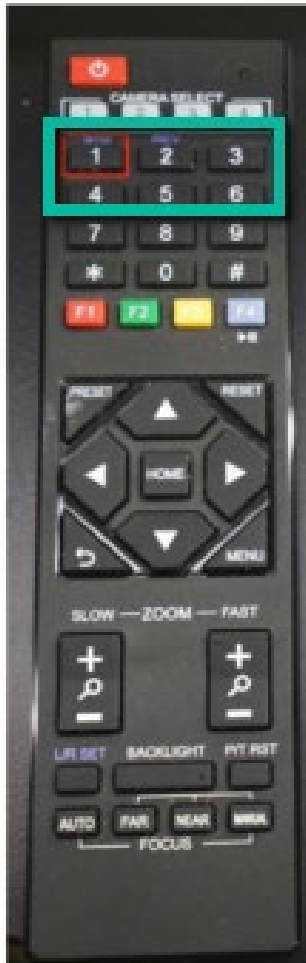
NOTE - The **camera select** numbers in white (**highlighted in image**) must be set to **1** for the camera to work.



Learning Glass - Technical Setup Townsville

3. Adjust the height of the LG to suite you (**there are 4 settings** on the LG desk on your right).

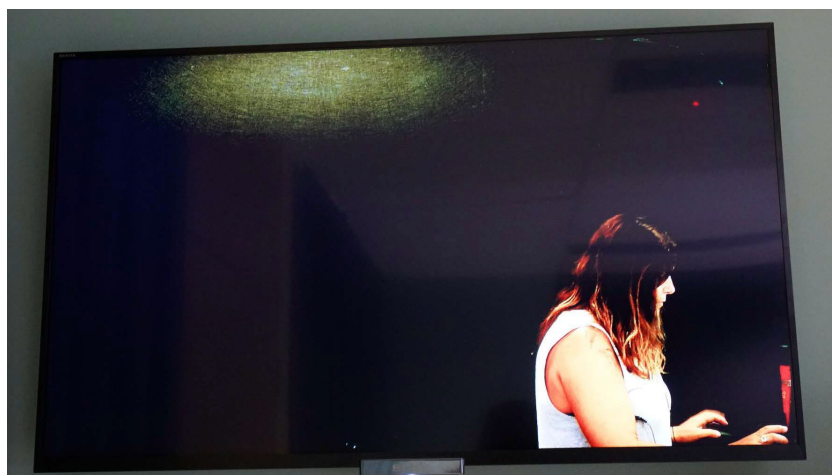
The white numbers on the black buttons on the camera remote, (bordered by green in image below), correspond to the height of the LG. Ensure the camera is at the same height as the LG (you can check this by looking at the TV on the wall).



The numbers on the camera remote (bordered by green in the image on the left), correspond to the numbers highlighted on the Learning Glass desk (pictured above). Selecting 1 on the camera remote will move the camera to position 1. You then need to select the same number on the Learning Glass desk to adjust to the same height.



Once you have selected your desired camera and desk settings ensure to check the TV to see that the camera feed fills the monitor.



Learning Glass - Technical Setup Townsville

4. Log into the in-room PC with your **JC ID & Password**.

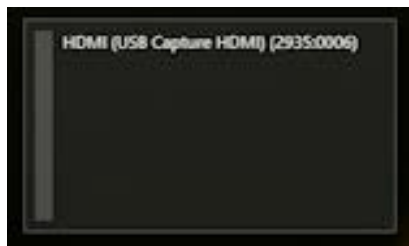
5 . Choose your preferred medium (i.e **Collaborate, Panopto or Zoom**).

6. Remove the in room **Lapel Mic from its charging dock and turn on**. To turn on, flick the switch on the top of the lapel. The light on top should illuminate **Green** when switched to the ON position.

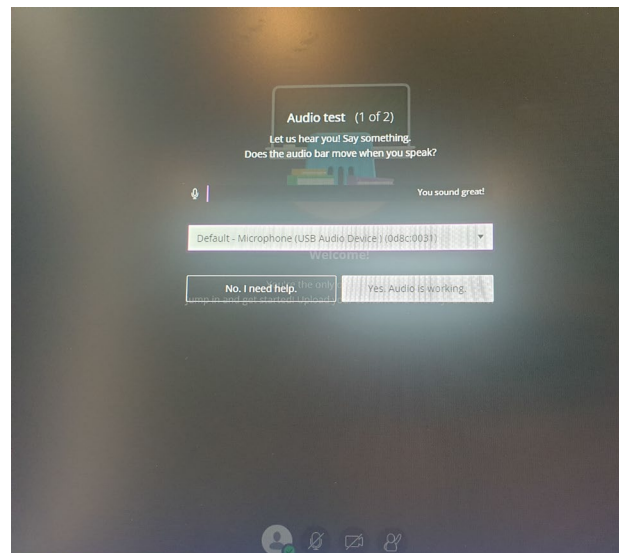


7. Once the lapel is on, clip the mic to the top half of your person and the receiver pack into your pocket if possible.

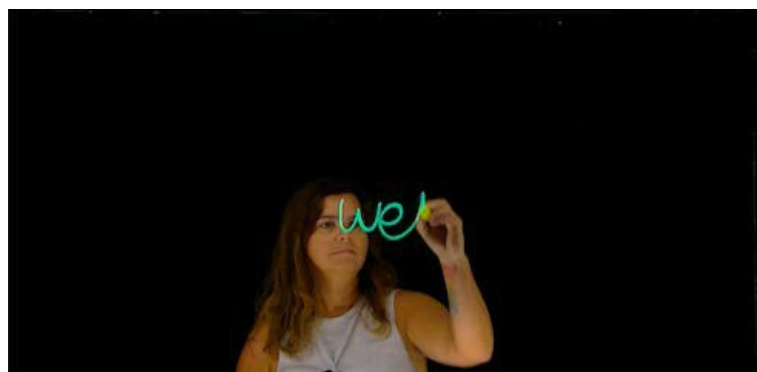
8. Once you have chosen your preferred medium, check the camera feed and the application is set to **HDMI (USB Capture HDMI)** and check that you can see the Learning Glass feed



9. In the audio settings of the preferred medium you are using (i.e. Panopto, Collaborate, Zoom), check that the audio is being received from **(Default – Microphone (USB Audio Device) (0d8c:0031)**.



10. Turn off the room lights to check the LG is illuminated and working, the LG feed can be seen on the TV in room.



Learning Glass - Technical Setup Townsville

11. Ensure the learning glass lights are set to the correct levels (check how you look on the TV and test how your writing looks).

NOTE: The LED dimmer controls, adjust the blue light in the glass that illuminates the pens as well as the white light that illuminates you. Always check how the pens and yourself look on the TV and adjust as required.



12. The correct pens to use are uni POSCA, fluorescent 8.0mm. Only use yellow, green, orange and white.

These should be the only pens located in the room.

13. Test the colours as they appear on the Learning Glass

14. You are now set up and ready to use the Learning Glass.