

**Subject:** Using Distance Learning Technology (Accordent/Tandberg)

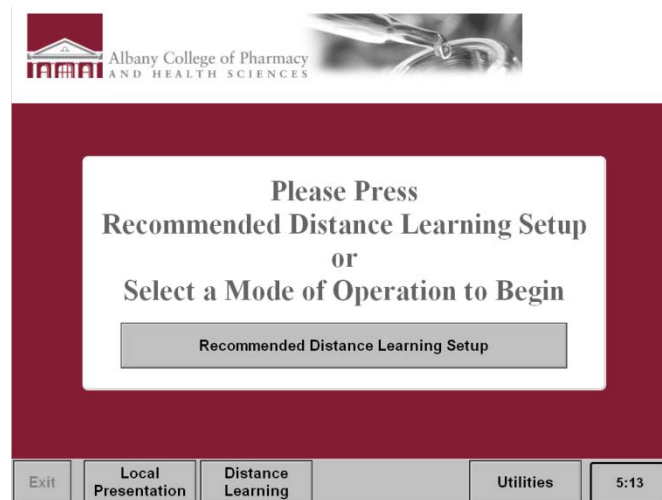
**Technical Reference #:** TRD104

**Intended Audience:** ACPHS Faculty and Staff

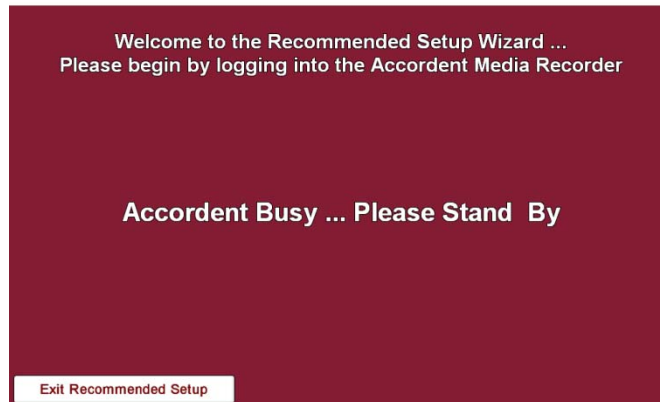
**Date:** 2/19/2010

Tandberg resolution is set for 1024x768.

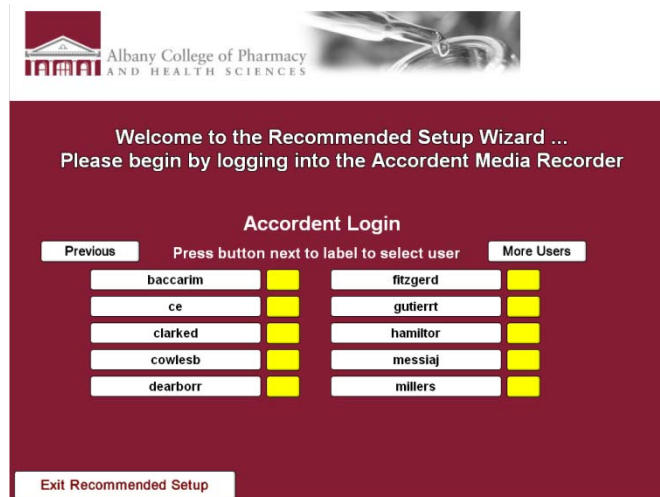
1. Connect laptop, power on and check resolution to make sure that it is set to 1024x768
2. Podium panel goes black when not in use. Please touch the panel to wake it up
3. Accordent only picks up the microphone for the instructor, not the students for the recording (they are heard synchronously)
4. Press Recommended Distance Learning Setup (Best for most DL/recording sessions)



Once Recommended Distance Learning Setup is pressed, you will see the following screen



Accordent Login Screen. Touch Yellow button to select or select more users

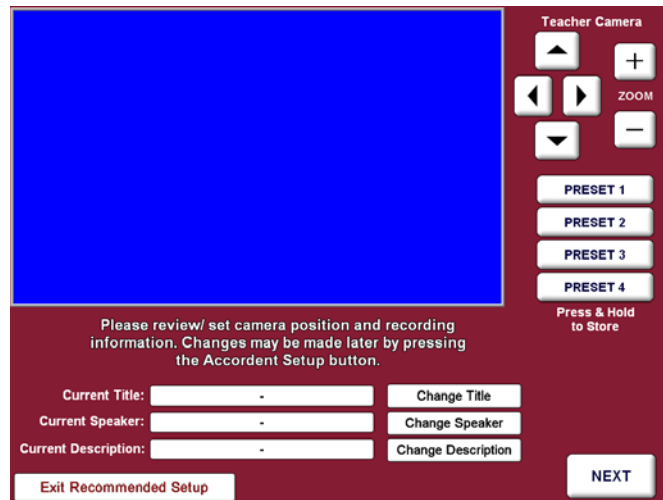


Enter Password (Currently blank)

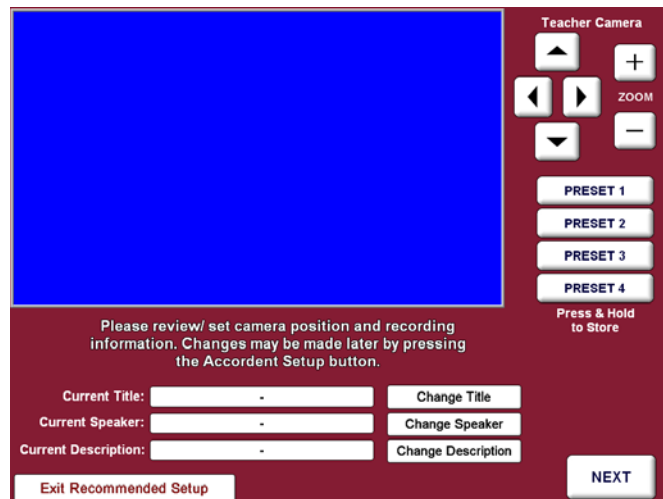


Meta Data for Recording screen

Current Title, speaker, and description ( to assist in locating at a later date)



Teacher Camera: 4 presets – Camera angles and arrow keys and +/- Zoom (for manual manipulation of camera angle). You can SKIP title, speaker, description if not recording. Then select NEXT



Connect to a REMOTE CLASSROOM (turns on the projector in host room and calls the remoter room to turn on projector and show student camera). Screen in front of lecture center is showing what is displaying on the far site. (Lightning bolt means sending in duo mode (Laptop & instructor). The difference when selecting host and remote site is camera selection – host is teacher camera and remote is student camera.

Select from the list of rooms (may be different)

For further assistance please contact or visit the ACPHS Computing & Technology Support Center located in room 212 of the Student Center building • Phone: 518-694-7358 • Email: [helpdesk@acphs.edu](mailto:helpdesk@acphs.edu)



VTC (Video Teleconference) Controls – Change LAYOUTS and other manual controls



Login and exit when done - DOES NOT SHUT OFF the REMOTE SITE. They systems have a timer at night and the system automatically shuts down.



ERROR: Unsupported VGA (blue screen ) – Select laptop and VGA Duo Tandberg looking for the laptop. Laptop may not be plugged in, VGA Selection (Fn+F4), turned on, or wrong resolution.

For further assistance please contact or visit the ACPHS Computing & Technology Support Center located in room 212 of the Student Center building • Phone: 518-694-7358 • Email: [helpdesk@acphs.edu](mailto:helpdesk@acphs.edu)