

Digital Annotation Monitor Support Guide



Digital Annotation Monitor

1. Login with Dual Lectern Monitors (Digital Annotation & Lectern PC Monitors)



- Where there are dual monitors present at the lectern in CATS, you will need to:
 - Press the 'System On' button to turn on the AMX panel screen.
 - Log on via the Lectern PC Monitor using your zID and password.
 - Use the Digital Annotation Monitor as your main screen at the lectern.



Resource Reference

- Refer to the [Quick Start Guide Login with Dual Lectern Monitors](#) for step-by-step instructions (insert link here to resource on SharePoint site)

2. Dual Lectern Monitor Display Settings

- When logging onto the Lectern PC Monitor, the default monitor display setting is '**Duplicate**'. This means:
 - Both the Digital Annotation and Lectern PC monitors will display the same content, as well as project the same content on Projectors 1 and 2 (in CATS with dual projector screens).
- A second display setting which is available to choose from is '**Extend**'. To change the monitor display setting to 'Extend':
 - Select  +  on the Lectern PC keyboard,
 - Select the '**Extend**' option,
- This will make the Lectern PC monitor function as a '**discrete monitor**'.
- Use the Lectern PC monitor to view items which you prefer **not to display** on the dual projector screen(s) such as: teaching notes, gallery view or chat window in MS Teams or Zoom, or any other teaching aide.



Resource Reference

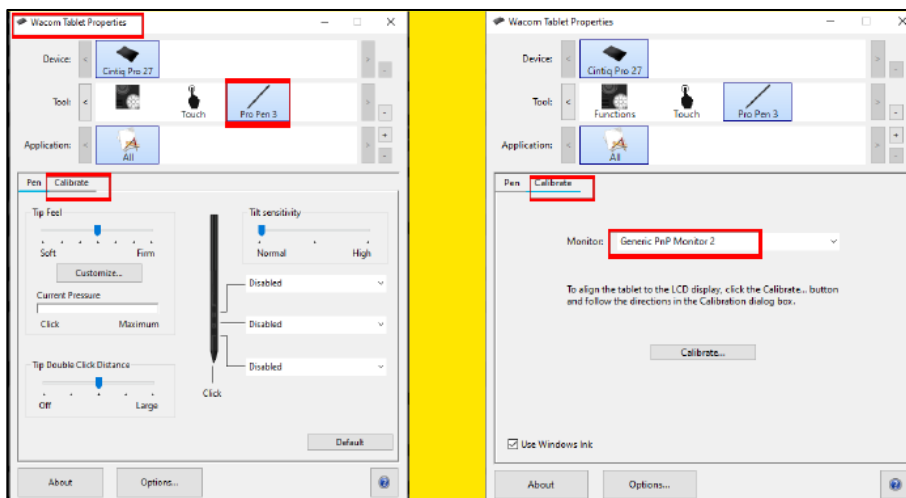
- Refer to the [Quick Start Guide Display Settings with Dual Lectern Monitors](#) for step-by-step instructions (insert link here to resource on SharePoint site)

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3. Calibrating the Stylus Pen

- The Stylus Pen shown as 'Pro Pen 3' should be calibrated before you start to 'digitally ink'. The process to do this includes:
 - Using the search function tool located at the bottom of the Digital Annotation Home Screen, type in 'Wacom Tablet Properties' to open the Wacom Tablet Properties Menu.
 - Select 'Calibrate' and then select 'Pro Pen 3' or the icon for your own (Wacom) stylus pen.
 - Select the **monitor from the drop-down list** which needs calibrating e.g., 'Generic PnP Monitor.'
 - Tap the '+' when prompted and follow instructions.



Wacom Tablet Properties Menu

- You can use the Pro Pen 3 to digitally annotate PowerPoint presentations, Microsoft OneNote, Adobe PDF or Drawboard PDF.
- Use Digital Whiteboard applications to present complex long equations or demonstrate problem solving etc. i.e., such as Office 365 or MS Teams Digital Whiteboard.
- Return the Pro Pen 3 to its 'holder', (the black socket located on the side of the Digital Annotation Monitor), each time after its use.

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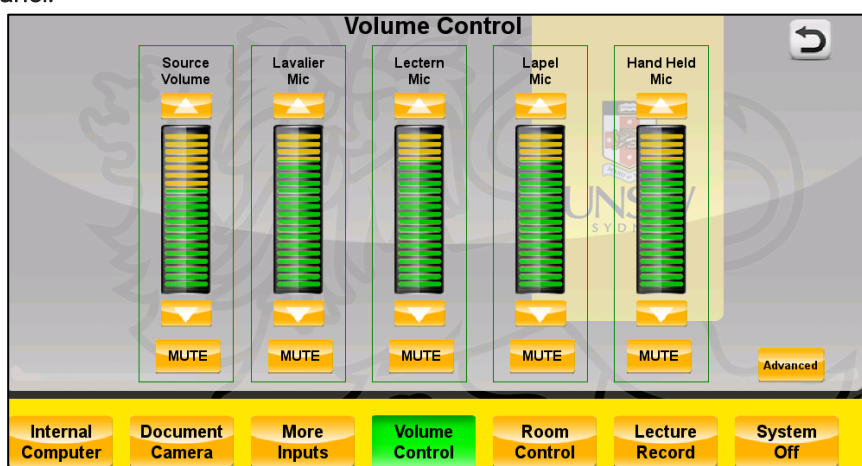
Resource Reference

- Refer to the Quick Start Guides [Calibrating the Stylus Pen](#) and [Using Digital Annotation](#) for step-by-step instructions (insert links here to resource on SharePoint site)
- Refer to the AV Connection Guide resources for instructions on accessing the Device Settings menus:
 - [AV Connection Guide for MS Teams](#)
 - [AV Connection Guide for Zoom](#)
 - [AV Connection Guide for Blackboard Collaborate](#)
- For a complete listing of CATS with the Digital Annotation Monitor visit '[Find A Teaching Space](#)' on UNSW's Learning Environment website.



Microphone Use & Audio Quality, and Camera Control

- Always wear the **Lapel Microphone** from the Dual Radio Microphone Kit located at the lectern so that both your in-person and online students can hear you.
- The use of the **Handheld Microphone** is recommended by in-person students during class discussion / Q&A or by a Guest Presenter/Tutor/Teaching Assistant when co-presenting, enabling Online Students the opportunity to engage in class activities.
- Use the **AMX Panel** to set the **Digital Camera** to either Tracking or Fixed Pre-set options, so that both in-person and online students can see you. Select 'Room Control' and then 'Camera Control' from the AMX Panel.
- Use the **AMX Panel** to check that **Audio Volume** controls for all microphones are near full volume (3/4 of full volume is recommended minimum) and **have not been set to Mute**. Select 'Volume Control' from the AMX Panel.



AMX Panel Audio Volume Control Menu

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It is important to:

- **Shutdown** the Digital Annotation & Lectern PC Monitors and AMX Panel **to reset the settings to default** for the Dual Lectern monitors display, Digital Camera Control (tracking) and Volume Control (3/4 of the way for all microphones).
- Ensure **you completely 'Sign Out'** of the Digital Annotation Monitor, so that others cannot access your ZiD profile including email, files etc.



Resource Reference

- Hybrid Digital Resources
 - [Video & AV Connection Guide resources](#)
 - [What is Hybrid Delivery? Support Guides](#)



Echo360 Livestreaming /or Recording: The impact on the connection to the Echo360 functionality & capability in these rooms.

- When recording or livestreaming your session using Echo360 (Lecture Recordings⁺) and you select **MUTE** from the 'Lecture Record' menu on the AMX Panel, the Digital Annotation Monitor will show a black screen which differs from what is projected on Projector 1.
- Both the audio and presentation inputs to Echo360 (Lecture Recordings⁺) will stop until **RESUME** is selected to un-mute.
- Please note that the video feed to Echo360 (Lecture Recordings⁺), **is not affected** by this choice and will continue to be livestreamed and recorded.
- Using this option via the AMX Panel is particularly useful if you have a break during your teaching session and would rather not capture noise and unwanted conversations.
- Or, if you want to speak with a student at the lectern, after you have finished teaching, but it is still within the recording timeframe.

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Potential Improvements for the student experience (in-person & online) from a teaching perspective

- The use of **Digital Annotation** allows for:
 - 'Just in time' content to be captured in either a blank digital whiteboard or a pre-prepared document and shared clearly to both in-person and online students, when delivering in hybrid
 - Annotated content to be saved with the original source document, which can be shared later with students as a reference resource. Content provided on a physical whiteboard or blackboard, may not be captured by the in-room camera nor be included as a
 - In-person and online students have a visual i.e., can clearly see their teacher's facial expressions and body language, when they are using the Digital Annotation Monitor to digitally ink. Traditionally, the teacher will have their back to the student audience/camera view when presenting content on the whiteboard/blackboard.