The Hoke County Schools

# DIGITAL LEARNING CENTER

*Innovation Happens Here*

# User Manual

Thank you for using the Digital Learning Center. Please review this manual for instructions on utilizing the equipment and facilities. If you have questions or require training, email **dtif@hcs.k12.nc.us** or call **(910) 904-0026** to arrange assistance.

## Entrances and Exits

- **Main Entrance**: Access the space through the Digital Teaching and Learning office.
- **Emergency Exits**: In case of fire or other emergencies:
  - Use the main entrance to exit to the front parking lot.
  - Exit through the metal double doors at the back of the room and use the door to the left to access the rear parking lot.

## Office Space

The office space outside the meeting room is an active working area for professionals. Please do not use it as a break room or auxiliary meeting space.

## Restrooms

- **Primary Restroom**: A unisex, single-occupant restroom is available in the Digital Learning Center.
- **Overflow Restrooms**: Additional restrooms are available in the Technology offices. Exit through the main entrance, turn left, and use the restrooms inside the Technology offices.

## Parking

- **Primary Parking**: Approximately 30 parking spaces are available. Encourage attendees to carpool.
- **Overflow Parking**: Limited spaces are available in the gravel lot outside the Hoke County Schools AV Department. Do not park against the railroad tracks or block dumpsters.
- **Street Parking**: Not permitted.

# Room Capacity

The room accommodates up to 60 attendees, including presenters. Ensure your attendee count aligns with this limit.

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# Furniture

- **Configurable Furniture**: Tables, chairs, and soft seating are mobile and may be rearranged to suit your needs.
    - **Important**: Tables under wall displays are plugged into the wall for power; unplug them carefully before moving.
- **Non-Movable Furniture**: The red and gray seating in the forward corner is stationary and must not be moved.
- **Reset Configuration**: Return furniture to the default layout after your session. Refer to the provided diagram (Fig. 1).

fig 1, Default Furniture Layout



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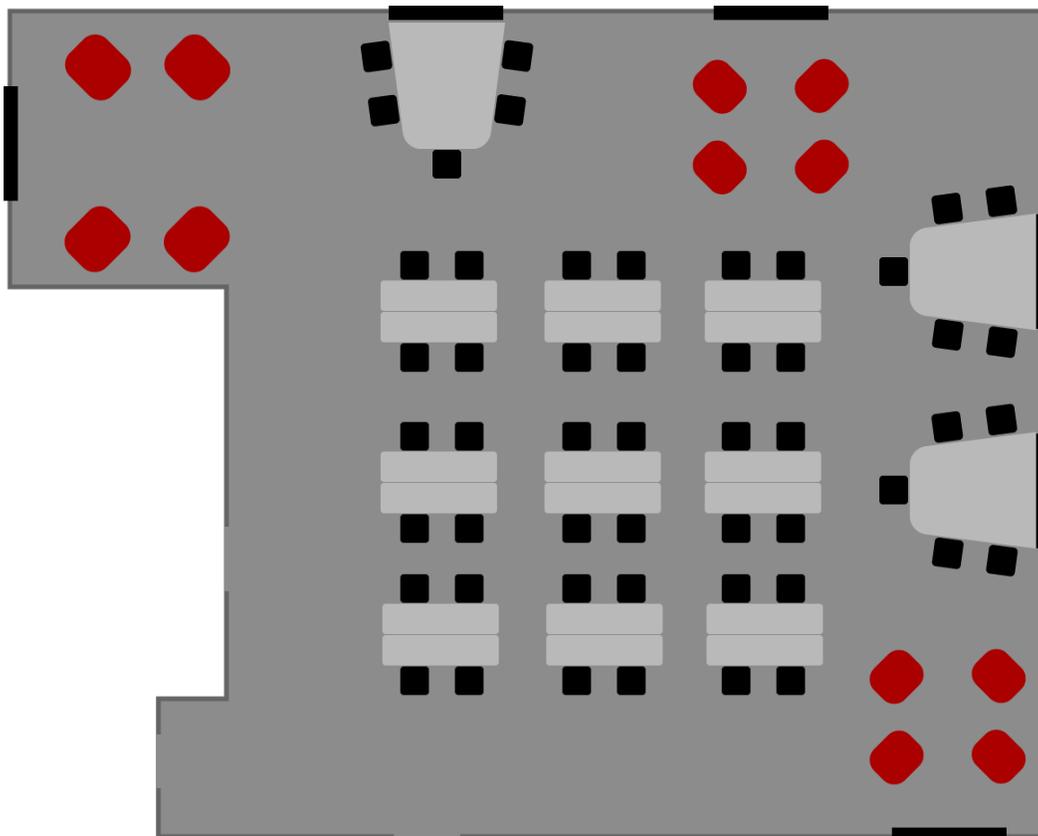
# Kitchenette

- **Features**: Includes serving tables, a refrigerator, and a microwave.
- **End of Session**:
    - Remove all food and items from the refrigerator.
    - Clean any spills with supplies from the storage cabinet.
    - Clean the microwave if used.
    - Items left behind will be discarded.

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# Trash

- **Disposal**: All trash must be taken to the dumpster at the north end of the building (left out the door and through the steel fence to the gravel parking lot).
- **Replacement Bags**: Available in the large metal cabinet in the kitchenette.

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# Food and Drink

- **Clean-Up**: Clean all spills and crumbs. Cleaning supplies (brooms, dustpans, mops) are available in the kitchenette.
- **Non-Compliance**: Failure to clean will result in future use being denied.

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# Sound System

The room is equipped with a sound system, including:

- **Audio Playback**: From the main panel.
- **Microphones**: Two microphones are available.
- For assistance with sound adjustments, contact a member of the Digital Teaching and Learning team.

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# Interactive Displays

Overview

The Digital Learning Center includes a large main display and six smaller displays for group work. Instructions for their use are detailed below:

Main Display Input Options:

- **PC**: Activates the built-in PC for internet access, presentations, and browsing.
- **Cleartouch**: Access the native operating system for whiteboarding or screen sharing.
- **Zoom Room**: Connect to teleconferences using the integrated Zoom Room hardware.
- **Empty**: Connect external devices via HDMI using these inputs.

Changing Inputs:

1. Swipe up from the bottom of the screen above the Cleartouch logo.
2. Select the desired input.

Mirroring:

1. Connect to the Hoke County Schools wireless network.
2. Download the Collage sender app from [www.getcleartouch.com/collage](www.getcleartouch.com/collage).
3. Enter the pairing code displayed on the Cleartouch screen into the app.
4. Select "Mirror" to display your device screen.

Annotation:

1. Tap the app-drawer icon on the lower corners of the display.
2. Select the annotate icon (pencil).
3. Use your fingers or the magnetic marker for annotations.
4. Use the side of your hand to erase.

Whiteboard App (Canvas):

1. Switch to the Cleartouch input.
2. Select the Canvas app.
3. Use on-screen tools with your fingers or the magnetic marker.

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# Teleconferencing

The integrated Neatbar Zoom Room supports teleconferencing with:

- **Camera, Microphone, and Speakers**: Built-in for a seamless experience.
- **Control Panel**: Located to the right of the main display. Set the main display to "Zoom Room" input to use.

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# Thermostat

If you adjust the thermostat for attendee comfort, reset it to the original setting before leaving.

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For further assistance, contact the Digital Teaching and Learning team. Thank you for helping maintain the Digital Learning Center!