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advanced

USER MANUAL

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v4.9.5.7

Szczecin 2024

mentor
systemy audiowizualne

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Ladies and Gentlemen

The phonetic laboratory for language learning has been entirely developed and is produced in many versions by our company based on the experience related to the installation and servicing of language laboratories.

It definitely makes the lecturer's work easier and motivates the listeners to work independently. work. Many years of contact with lecturers allowed us to improve the workshop, expanding it with many functions and also increasing the comfort of work - it is very easy to use, has a clear arrangement of buttons and signals.

The laboratory is controlled by a program executed by the system microcomputer, which allows the program to be improved as the system develops service, without the need to interfere with the electronic system. It is equipped as standard in tape recorder software, it also enables cooperation with all devices multimedia such as room sound system, television, VCR, computer.

To increase durability, our laboratory contains a minimum number of mechanical units. The workshop is controlled by software installed on any PC.

We wish you pleasant work with our products.

Producer

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1. Technical data

microprocessor controlled central unit

• supply voltage – 230V AC •

cooperation with listening desks

• power supply voltage of listener stations - 8V DC

• built-in 2x40W amplifier

• mono headphone paths • 8 line

inputs • 2 speaker

outputs

• 2 line outputs for recording

• modern SMD assembly

student desktop - option

• supply voltage - 8V DC

• report button - option

• volume control in headphones

• line input for connecting a computer or recorder

• line output for connecting a computer or recorder

• headset connection socket

headsets

• headphones – resistance 2x16 to 2x400 ohms

• microphones – dynamic, directional.

2. Components

The foreign language learning room is equipped with the following elements:

1. Lecturer's station with computer and central unit
2. control software
3. digital tape recorder software
4. classroom sound system
5. Listeners' desks
6. Headphones with microphone for each station
7. wireless headphones with teacher microphone (optional)
8. tablet for remote control (optional)

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3. Notes

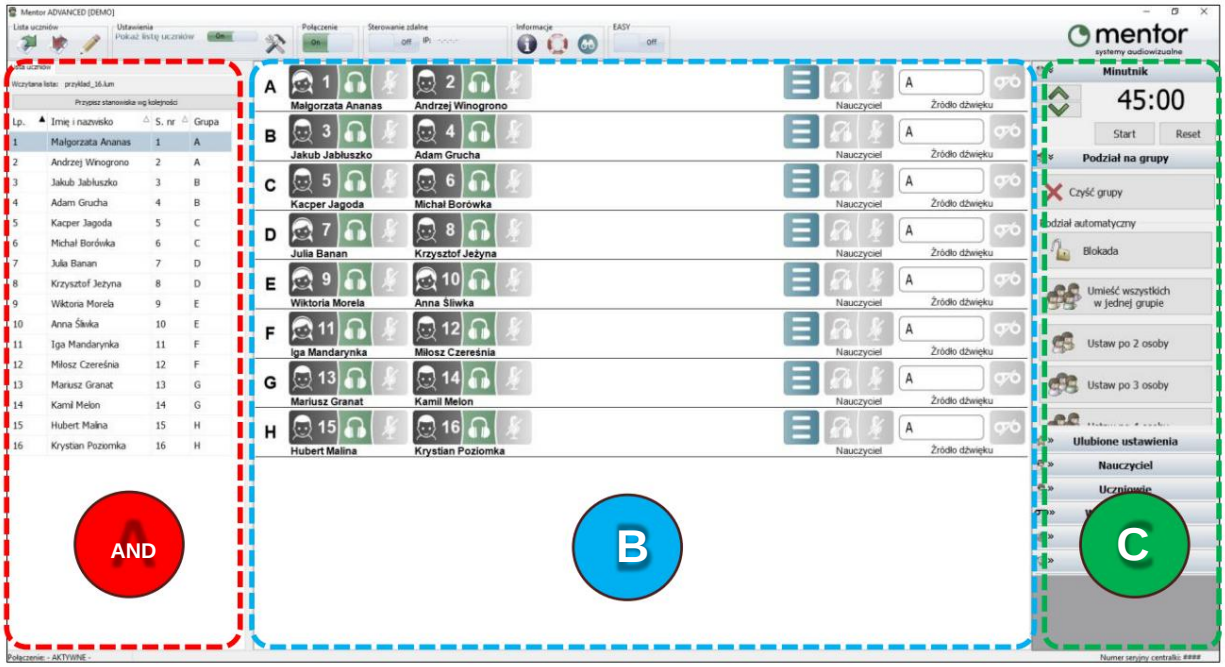
1. Before starting maintenance work, it is ***absolutely*** necessary to switch off the power supply to the workshop – remove the power cord from the socket.
2. The external surfaces of the laboratory equipment can be cleaned with plastic foam. (e.g. keyboards). It is not allowed to use solvents, abrasives or other agents with similar effects.
3. If you notice any irregularities in the operation of the devices, remove the power cord. from the socket and notify the service.
4. Unscrewing the casing on your own is not allowed, it causes damage to internal seals and loss of warranty rights.

4. List of functions performed

1. Dividing students (arranging them into groups) into any configured pairs, threes or fours; who is to be in the discussion group with whom – this is decided by the teacher.
2. Random creation of discussion groups (generated from the system) consisting of two, three or four people.
3. Possibility to create any 16 discussion groups (with 32 stations) class).
4. Drag&Drop – creating and editing groups involves dragging students from the list in the appropriate places in the control software window.
5. Memorizing the room layout - ability to set and remember 8 configurations groups, with names of programmable buttons.
6. Possibility to connect 8 audio devices (materials) with the option of distributing sound from each input to a separate group (8 groups simultaneously listen to a DIFFERENT program)
7. Digital and independent volume control of individual audio inputs.
8. Digital volume control for each student separately or for all (takes into account the needs of hard of hearing and hearing impaired students).
9. Independent control of student headphones and microphones.
10. Cooperation with student desktops - the ability to visualize student reports and turning on the eavesdropping signal of the teacher's group.
11. The teacher can eavesdrop on any group and speak to any group. number of groups simultaneously.
12. Possibility to connect one of the 8 materials to the hall speakers.
13. Digital adjustment of the volume, bass and treble of the amplifier.
14. Students' and teacher's own listening functions controlled independently.
15. Ability to connect the recording output to any group
16. Possibility of remote control of the workshop using a tablet

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5. Description of the main program window

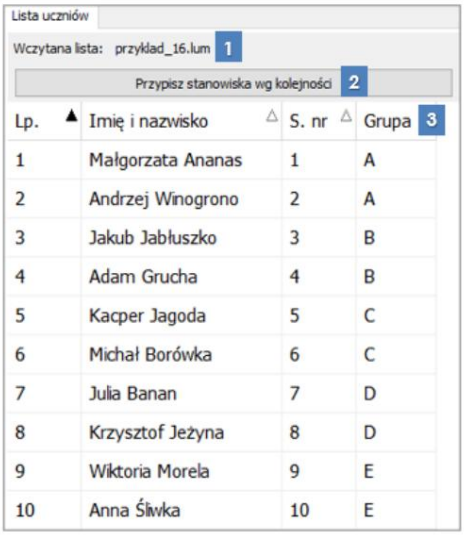


AND List of students

B Working field

C Settings panel

5.1. "Student List" Area - Open, Save, Edit



1 Indicates the file name of the currently loaded student list

2 Automatically assigns the workstation number to the student number in the journal. It is possible to manually assign **the students list in the Editor.** If it is not possible to move the workstation to the workspace, it means that the student does not have an assigned workstation.

3 Indicates the group number in which the student is currently

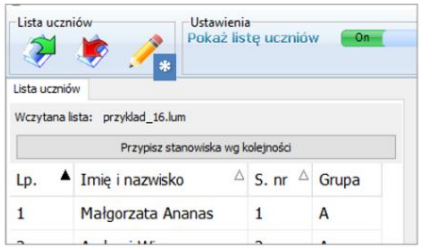
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The student list can be docked **to** the left of the main window or **floated.** You can also hide the list using the toggle:

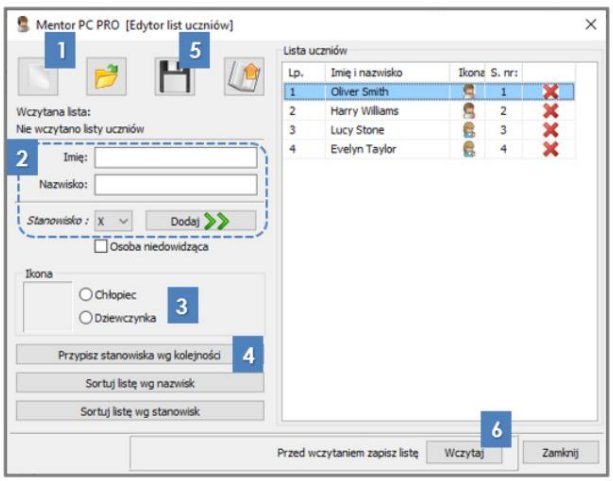


To change the location of the list, simply click on the **"List of students"** tab with the cursor and drag the list to the desired position.

STUDENT LIST EDITOR – CREATE A NEW LIST AND SAVE



* The editor is located in the upper left corner of the main program window in the **"List of students" field.**



1 Click "create **new** list".

2 Enter the name and surname, assign the position manually and click **"Add".** Repeat for all students.

3 Additionally, you can specify a boy or girl icon.
If you omit this option, the system will do it automatically.

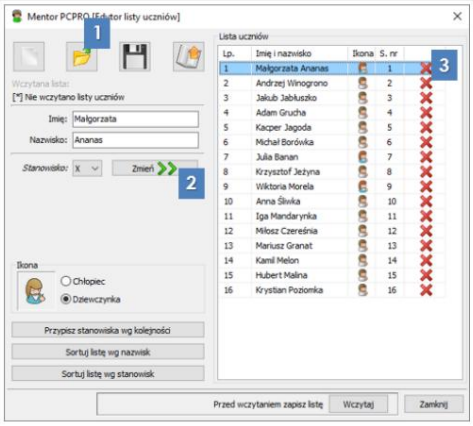
4 If you do not assign a position manually in step 2, the system will do it automatically at this point, but in order.

5 Save the list of students.

6 Load the edited student list into the program.

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STUDENT LIST EDITOR - OPEN LIST

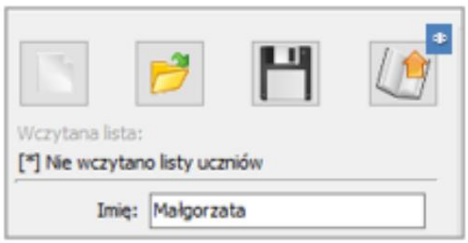


1 If you want to edit a previously created student list, click **"Open".**

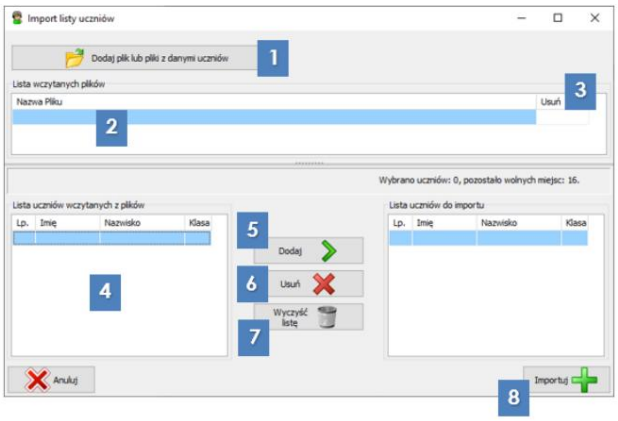
2 Click on the student from the list you want to modify and click **"Change".**

3 You can also remove a student from the list

STUDENT LIST EDITOR – STUDENT LIST IMPORT



***** Click to start importing the list. The student list in the editor must be empty.



1 Click **"Add".** Files must be in CSV or SOU (Student Description Standard - xml) format.
CSV format:
name, surname

2 Here you can check the list of loaded files.

3 You can delete the file.

4 List of students loaded from a given file.

5 **"Add"** student to student list (right table)

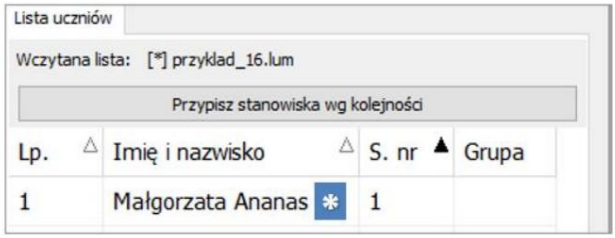
6 **"Remove"** student from list (right table)

7 Clear list (right table)

8 **"Import"** as a student list program

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VACATE OR ASSIGN A POSITION



* Double click to open the "Select a student's position" window



1 Name and surname of the person concerned.

2 Position of the student concerned.

3 Vacate the position.
The icon will change to grey with a question mark. This position will not participate in automatic group division.

4 If we want to restore the student as present, click again. If we want to change his position, select another free number, e.g.:

5.2. The "working field" area



A **Group designation.** Maximum 16 groups (AP).
Clicking on a letter will collapse/hide the group.

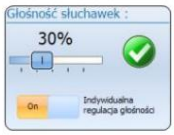
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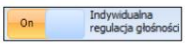
The area of one position consists of:

- name and surname Oliver **Smith**
- position number 1
- turning on the student's microphone
- turning off the student's microphone
- turning on the student's headphones
- turning off the student's headphones
- avatar

Double-clicking on the avatar will open the individual volume control window:



After setting the desired value, confirm



Individual volume control only applies to Quest (touch) desks.

Enables/disables the ability for the student to adjust the volume themselves.



Turn on/off the teacher's headphones and microphone in a given group. Headphones can only be turned on in one group.



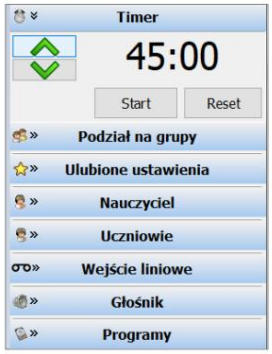
Indication of the current line input and switching on/off the audio source for a given groups.

To select an input, double-click on the area with the name. A window will open with the option to select the source and adjust it.



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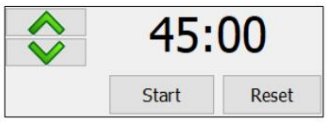
5.3. "Settings Panel" Area



Using the icons to the left of the segment names in the settings panel, you can collapse and expand the selected segment.

Thanks to the ability to hide segments, you can easily access the functionalities you currently need.

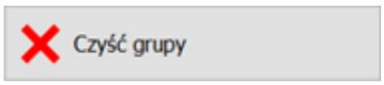
TIMER



The arrows next to the countdown time allow you to change the starting time from 1 to 99 minutes. The change is made in 1 minute increments.

The **"Start"** button starts the time countdown, the **"Reset"** button restores the setting to the previously set initial state.

DIVISION INTO GROUPS



The button removes all groups from the work area.

The padlock icon shows the current lock status of the first three groups. Clicking this icon turns the lock on or off.

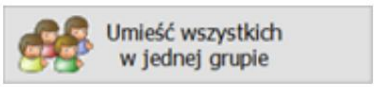
When the lock is active (closed padlock icon), a padlock icon appears on the work area next to the group letters.



Global functions such as microphone and headphone control, global line input, or enabling the teacher's microphone for all groups do not work for locked groups. Using each of these functions in locked groups is still possible, but must be done separately for each group.

This icon is only visible when the "Group lock" option is selected in the program options - inactive by default.

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Places all students on the list into one group.



Arrange students in groups of two (pairs), three or four.



Creates women-only and men-only groups.
Works with "random stacking".



Creates only odd and only even groups.
Works with "random stacking".



The assignment to groups is done in an orderly manner. Selecting this option will cause the students to be placed randomly.

FAVORITE SETTINGS

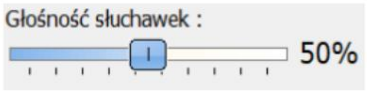


Favorite settings allow you to save the current division of positions into groups. The user has 8 favorite settings at their disposal.

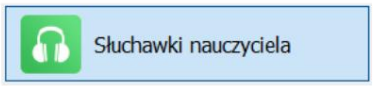
The program remembers the settings for each list of students separately, so you can easily recall a division of a given class once it has been created.

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TEACHER



Adjusting the teacher's headphones.



Globally enable/disable teacher headphones.



Globally enable/disable teacher headphones.

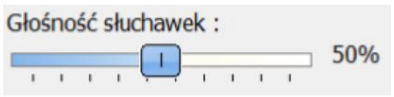


Enable/disable teacher listening.

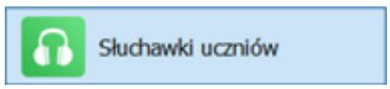


Teacher's choice of headphones between stationary and wireless.

STUDENTS



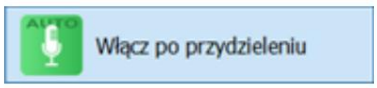
Global adjustment of student headphones.



Globally enable/disable student headphones.



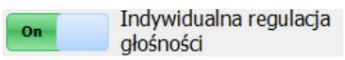
Globally enable/disable student microphones.



Active causes the student's microphone to be automatically turned on when assigned to a group.



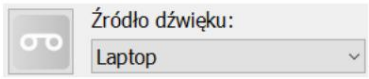
Enable/disable student's own listening.



to (touch) desktop applies Quest
Enables/disables the global ability for students to adjust their own volume.

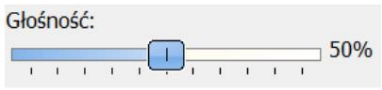
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LINE INPUT



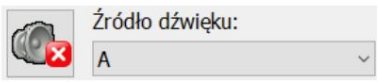
Global audio source selection for students. Selecting an input and activating it will set the same audio source for all groups.
The choice is from eight AH inputs. The audio sockets are located on the back of the control unit.

We can assign any name to each line input, e.g. AUX, PC, Laptop, etc.
(Settings->Configuration)

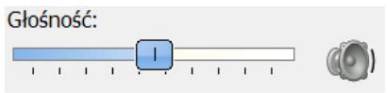


Global adjustment of the selected audio source.

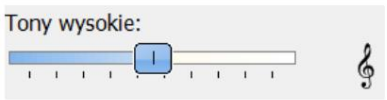
LOUDSPEAKER



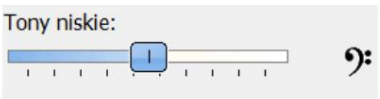
Line input selection and on/off external speakers. You can choose from 1 of 8 line inputs and *Teacher.* After selecting the option *The teacher,* the presenter will be heard by loudspeakers.



Adjusting the volume of external speakers.



Treble adjustment for external speakers.



Adjusting the bass tone of external speakers.

RECORDING



Recording volume adjustment.

PROGRAMS



Starts the audio recording program. When starting it for the first time, you must specify the path to the program, e.g. Multirecorder or set it in the program configuration.

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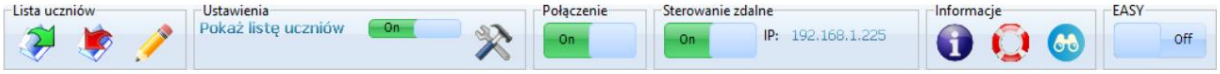


Starts the audio player. When you run it for the first time, you need to specify the path to program, e.g. Tape Recorder or Windows Media Player.



Launches the NOVA test support program (only in laboratories equipped with Quest desks).

5.4. Menu



LIST OF STUDENTS





Load attendance list – opens the folder with the location of the student lists to load a new list.

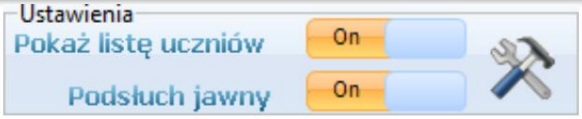


Save attendance list – saves the attendance list.



Attendance list editor – opens the attendance list editor window.

SETTINGS





Show attendance list – uncheck to hide the student list.



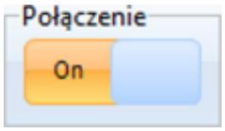
Overt wiretapping – unchecking will only result in the teacher signaling the current wiretapping of a given group on the students' desks.



Configuration – opens the program settings window.

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CONNECTION

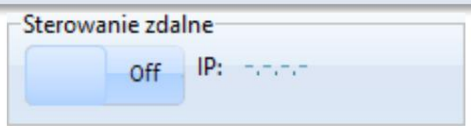


Connection – enables/disables communication between PC and control unit.

A correct connection is indicated by a message in the lower left corner of the program: Połączenie: - AKTYWNE -

By default, after starting the program, the connection is automatic. When the connection is correct, a characteristic beep is heard from the central unit.

REMOTE CONTROL





Enables/disables remote control.



Displays the IP address required to connect. The displayed IP address must be entered into a web browser on the remote device.
A license file is required to activate the remote control function.

INFORMATION





Program information, version number.

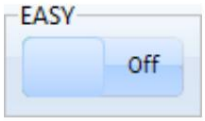


Help – displays the file with the user manual.



Preview of the actual room arrangement

EASY MODE



Turns on EASY mode. More on page 24.

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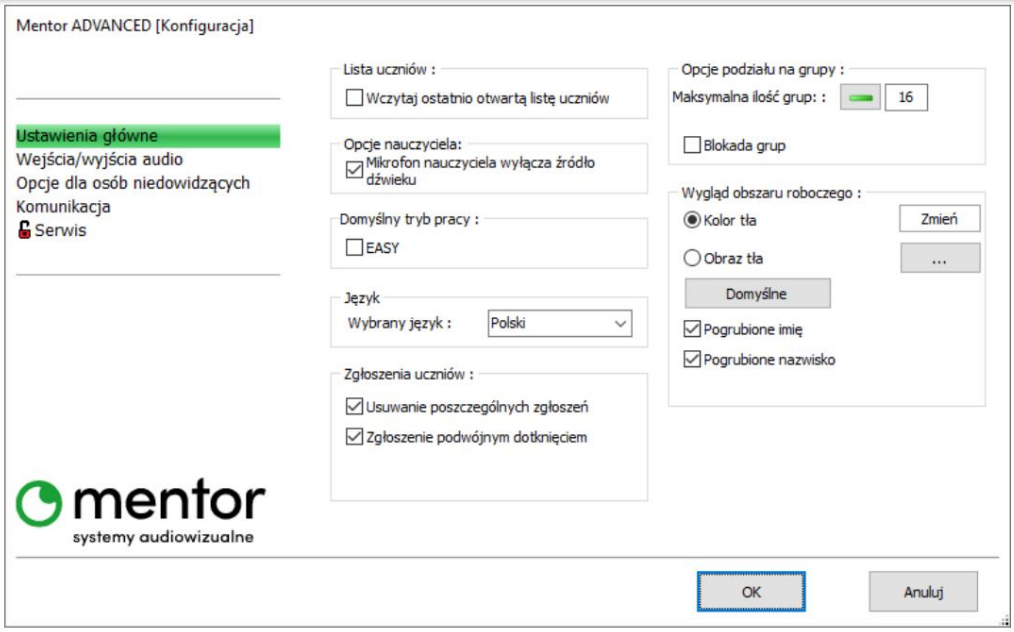
6. Operating Instructions.

6.1. Preparing for work

- Check the placement of the listeners' headphone plugs on the individual positions.
- Insert the power cord into a 230V/50Hz power socket.
- Connect the USB cable to the PC and the control unit.
- Turn on the central unit using the button located on the front, on the left side casing.
- The diode will light up, indicating that the electronic systems are on.
- Start your PC and run the software.
- The studio is ready to work, to configure it, proceed to the next sections of the manual.

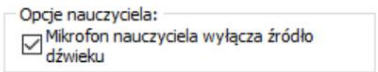
6.2. Configuration

MAIN SETTINGS





When you start the program, the list of students that was current before the program was last closed will open.

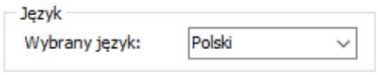


If the teacher's microphone is switched on in more than one group, the line input is automatically disconnected so that the sound from the input does not reach the neighboring groups. It is possible to disable this restriction by unchecking the ***"Teacher's microphone disables the sound source" box.***

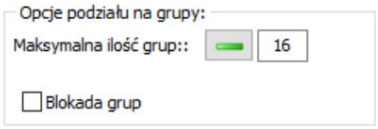


If checked, after restarting the program the default operating mode will be EASY.

Machine Translated by Google



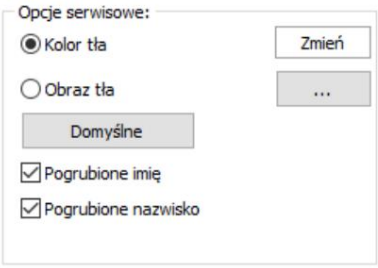
Language selection: Polish, English, German.



When assigning groups, there will be no more than those specified in this option.

"Group Lock" blocks the first three groups from global changes.

Background Color – sets the user color in the program's workspace. To open the color palette, click ***Change.***

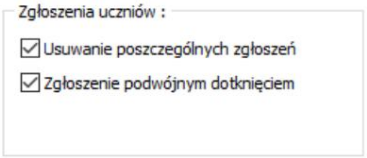


Background Image – inserts any image in the workspace. Click ***(...)*** to select a path.

Default – click if you want to restore the default settings (no background).

You can highlight the first name, last name, or both. Bold text will appear above the job number in the workspace once assigned to a group.

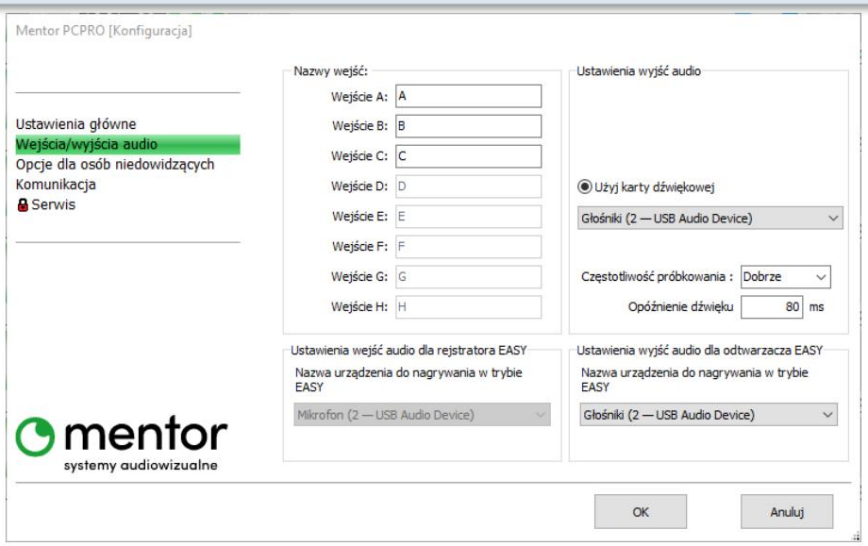




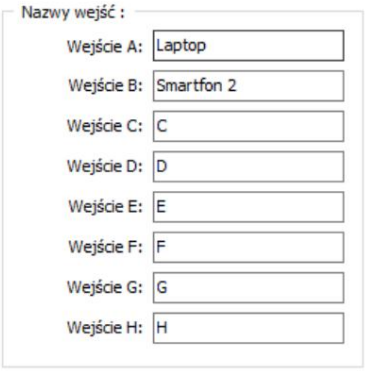
Deleting individual reports – checkmark allows single deletion of the notification in the work area

Double-tap reporting – to eliminate accidental reporting on the student desktop, reporting is done by double-tapping [feature available in the Quest touchscreen system]

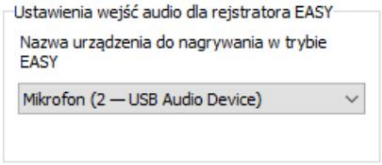
AUDIO INPUTS/OUTPUTS



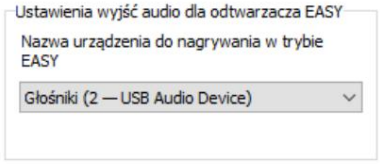
Machine Translated by Google



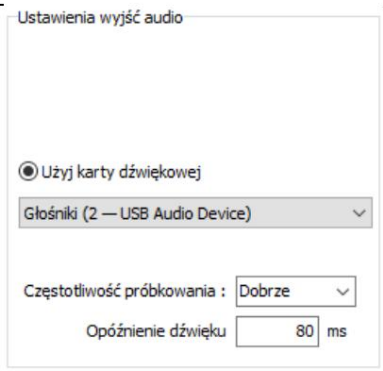
Possibility of naming line inputs appropriately to the physically connected device. For example, when an audio cable is connected between the laptop's headphone output and the 'A' input of the central unit, we will describe it as "Laptop".



To properly configure the EASY recorder, you must select the appropriate computer input device. Make sure that the cable from the control panel output to the line or microphone input of the computer is connected.

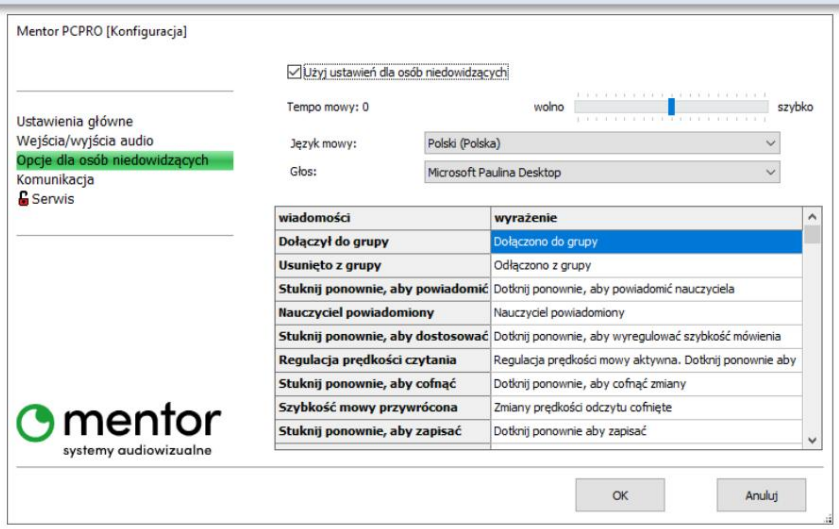


To properly configure the EASY player, you must select the appropriate output device on your computer. Make sure that the cable from the 'A' input on the switchboard to the line or headphone output on your computer is connected.



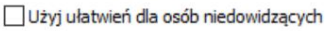
To properly configure the audio description function, select the appropriate external card device.
Active in the ACCESS package.

OPTIONS FOR VISUALLY IMPAIRED PEOPLE [OPTION]



Active in the ACCESS package.

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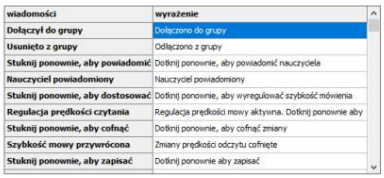


Turns on the audio description feature.

You can use the slider to set the optimal speed pronunciations.



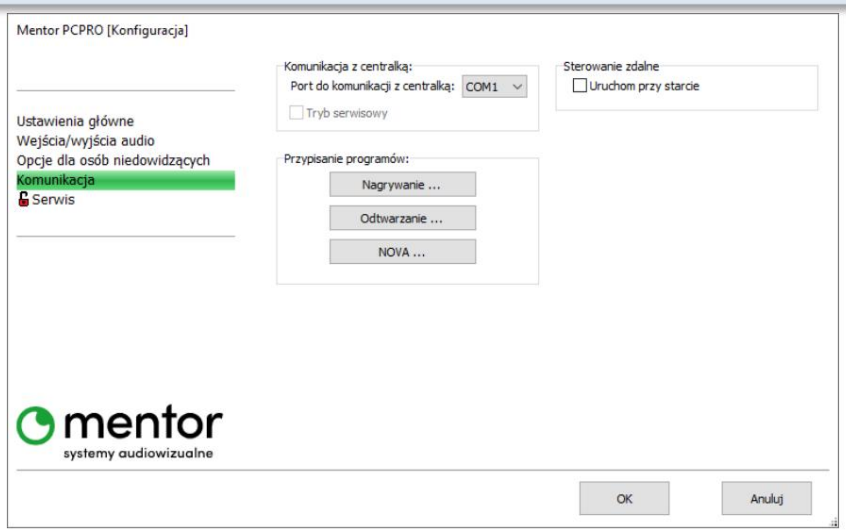
Select audio description language.

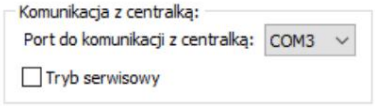


wiadomości	wyrażenie
Dołączył do grupy	Dołączono do grupy
Usunięto z grupy	Odłączono z grupy
Stuknij ponownie, aby powiadomić	Dotknij ponownie, aby powiadomić nauczyciela
Nauczyciel powiadomiony	Nauczyciel powiadomiony
Stuknij ponownie, aby dostosować	Dotknij ponownie, aby wyregulować szybkość mówienia
Regulacja prędkości czytania	Regulacja prędkości mowy aktywna. Dotknij ponownie aby
Stuknij ponownie, aby cofnąć	Dotknij ponownie, aby cofnąć zmiany
Szybkość mowy przywrócona	Zmiany prędkości odczytu cofnięte
Stuknij ponownie, aby zapisać	Dotknij ponownie aby zapisać

Replace the default messages with your own.

COMMUNICATION





The port number must match the number assigned in Device Manager.
To check this, right-click on the window and select *Device Manager.* (start) from the list

Then find the **"Ports (COM and LPT)" item.**
If there is no such item, it is possible that the USB AB cable has not been connected to the control unit or computer.



If it is connected, look for the "USB Serial Port **(COMnr),** where **no.** is the port number.

It is also important to set the number of bits per second, which is always 19200. You should double-click the left mouse button on

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"USB Serial Port (COMnr)" and go to the ***Port Settings tab.***



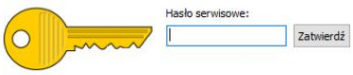


If the path to the recording, playback or testing program is not specified, we can do it in this option.
For example:
Recording: C:\MENTOR\Multirector
Playback: C:\Program Files (x86)\Windows Media Player
Creator: C:\MENTOR\NOVA



Selecting this option will enable remote control when the program is launched.

SERVICE



Device configuration, only for installers and service.

6.3. Getting Started

1 We open the previously defined list of students 

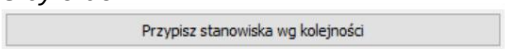
2

Make sure that station numbers are assigned to each student.



Lp.	Imię i nazwisko	S. nr:	Grupa
1	Oliver Smith	1	
2	Harry Williams	2	A
3	Lucy Stone	3	
4	Evelyn Taylor	4	

If not, click *Assign positions by order.*



Please note that this function will assign the student number in the register to the station number 1 to 1. If students are seated randomly in the room, you will need to change the numbering in the student list editor. 

3

In the event that a student is absent, that station can be deactivated.
It will then not be possible to assign him to groups and therefore turn on his headphones or microphone.

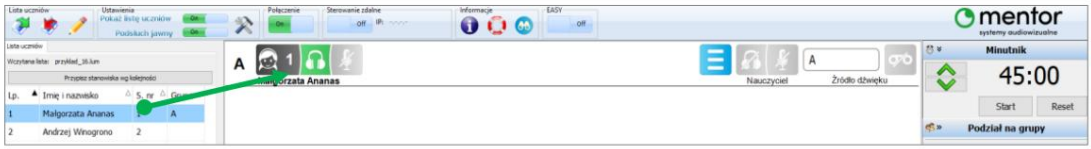
Avoid turning on the microphone when the student is not wearing headphones. This can cause unnecessary sound feedback.

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To disable a station, double-click its position on the student list and press *Release station.*



Now it remains to assign a specific student or students to a group. This can be done manually or automatically. **Manual** assignment to a group involves holding a station from the list of students and dragging it to the program's workspace.

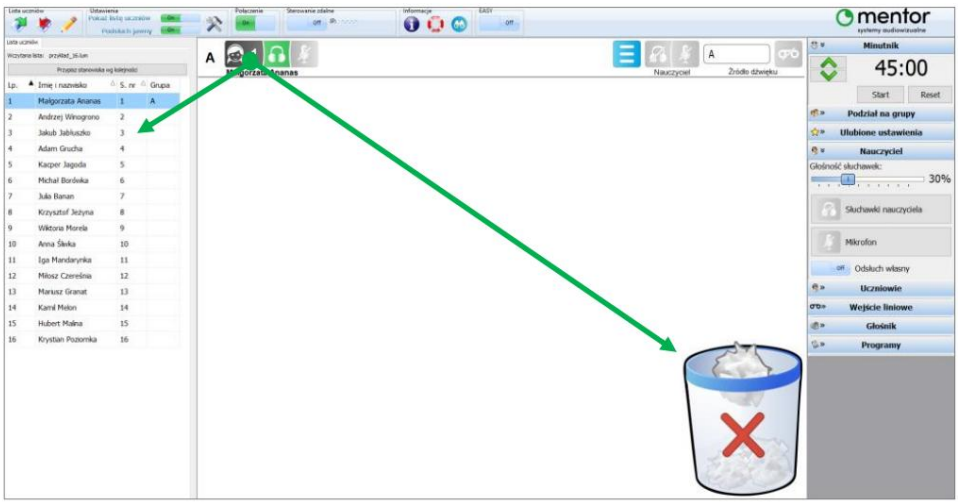


By holding the **CTRL** key you can select multiple students.

While dragging, we decide where to drop a given position. It can be the same group all the time or a free place of the workspace, creating another group.

To remove a position from a group, left-click and drag it to the trash can or to the student list.

4



Automatic assignment to a group can be done from the settings panel in the ***Division into groups*** tab and one of the options can be selected: ***Place everyone in one group, Set 2,3,4 people.***

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Sample set with the ***Set for 2 people option:***



It is important to remember that groups are closed "discussion rooms" and there is no possibility of dialogue between groups. The only exception is the teacher, who can speak to every group at the same time. In addition, the teacher can only eavesdrop on one group.

5 If we have already created a certain arrangement of groups that we use most often, we can save them and open them in the settings panel, in the ***Favorite settings tab.*** We can use a maximum of 8 favorite settings.



6 After assigning a station to any group, the headphones of a specific station will be activated automatically. The default microphone status can be changed using the ***'Enable after assignment'*** button in the program settings panel, in the *Students tab.* If this option is active, the station's microphone will be enabled when the station is added to any group, otherwise, the microphone will remain inactive. It is possible to enable all student microphones using the global microphone icon

student .

7 After assigning students to groups, you can start working with teaching materials. To enable access to materials, you must connect a signal source containing the material and, using the icons in the **"audio source" column,** enable the material for individual groups.



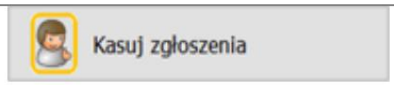
8 Each individual group can be recorded by connecting an external recording device to the central unit's recording output and turning on the red icon in the ***"Recording"*** column . It is also possible to connect the central unit's recording output to the line input of a computer's sound card and use separate audio recording software, e.g. Mentor's Tape Recorder.

9 When using reporting desks, a yellow colour will appear on the screen for students who have pressed the reporting button.



To delete all entries, click the ***Delete Entries*** icon in the upper right corner.

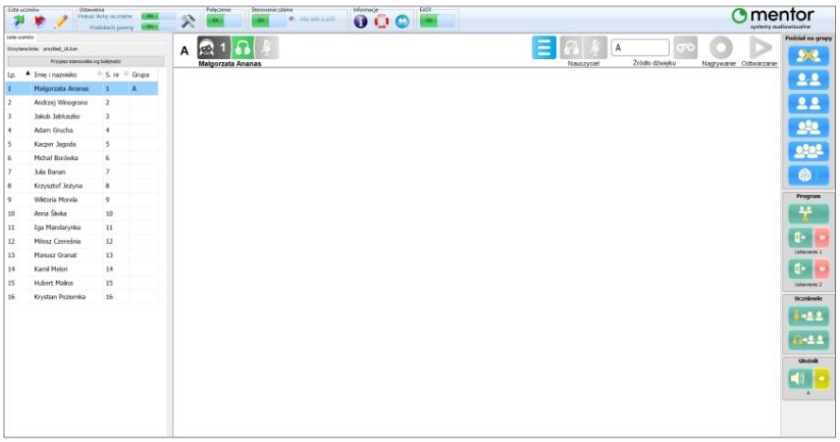
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Reports can be deleted individually by right-clicking
to the area with the avatar and station number.

7. EASY mode

EASY mode limits the program to the most important and frequently used functions. Using the program has become even easier!



4 steps to EASY mode:

a. Make sure the audio cable is connected (this applies mainly to users who already have an ADVANCED lab)



Fig. Audio cable - jack3.5mm-jack3.5mm

The cable should be connected between the REC-S output (on the back of the control unit) and the microphone input of the computer or external sound card

b. Make sure your audio devices are configured correctly (Configuration->Audio Inputs/Outputs)

c. In the configuration, select: Default EASY mode if you want to run the program every time in this mode (Configuration->Main Settings)

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d. Switch to EASY mode

In this mode, **the Settings Panel** has changed and there are no more drop-down tabs. All functions are on top. Instead, there is a new direct recording and playback function.

7.1. Settings Panel

DIVISION INTO GROUPS



	Clear all groups.
	Put everyone in one group.
	Divide the groups into twos.
	Divide groups into threes.
	Divide groups into fours.
	Randomly assign the above options

PROGRAM



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This is an automatic lesson plan setting.
Enabling this program will set up one group that works with audio material.



All students have their microphones turned off, but *their own monitoring* is turned on (they can hear their own voice).
Since the students have their microphones turned off, the teacher cannot hear them. In order to hear him and not hear him at the same time, the remaining group moves the student to the second group, where the microphone is automatically turned on. The audio material remains the same.

The second group can only contain one student.

If the teacher wants to eavesdrop on another student, all he or she has to do is move that student to the second group, and the student who was previously there will automatically return to the first group.



Favorites settings – saves the current group division.



load



save

STUDENTS





Globally enable/disable student microphones.



Globally enable/disable student headphones.

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LOUDSPEAKER







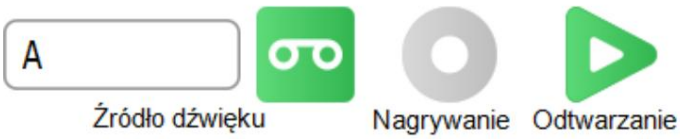
Turn on/off external speaker



Audio input selection

7.2. Recording and playback in EASY mode

In standard mode, an additional application is required for recording and playback.
In EASY mode this process is done directly. Playback will automatically switch to the audio source (input A).

1		Recording and playback **disabled.**
2		Click Recording. Recording **on!**
3		Click Playback. The recording will **stop.** This is playing **on!**



Once you stop recording or playing, the icon will turn yellow. This means the player is ready to play the previous recording.



Exclamation marks indicate that devices have not been configured correctly.

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8. AI mode

For proper operation of AI mode, please make sure the audio cable is connected between the output of the control unit (REC-S or REC) and the microphone or line input of the computer.

In order to enable the student to interact with the AI platform, it is necessary **right-** click on his microphone icon:



Enabling AI will block the ability to turn on the microphones of other students in the group. In other groups, you can work normally. This mode can be turned off by:

- left or right click,
- starting AI mode for another student.

More information about AI configuration and capabilities can be found in a separate guide. In the "Information" area - click Help.



9. TOGETHER Package

9.1. Control via mobile device

Mentor ADVANCED software offers remote control via mobile device (tablet or phone). Remote control allows remote operation of all program functions including room configuration, free placement of students in groups, turning on and off line inputs.

9.1.1. Hardware Requirements

To fully use the remote control function, you must use a device with a screen diagonal of at least 8 inches and a resolution of at least 1024x800. Using devices with a smaller screen is possible, but may not be convenient.

The remote control program requires a minimum Chrome browser version 63, the device's operating system does not matter, it can be Android, iOS or a mobile version of Windows.

Correct operation of the program is ensured only in the Google Chrome browser, if another browser is used the entire program or its parts may not be displayed correctly.

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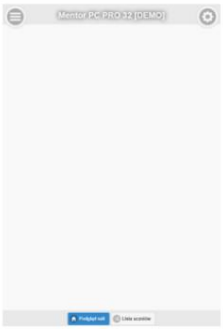
9.1.2. Starting remote control

To start remote control, copy the license file to the directory where the ADVANCED.exe program is located. The license file is generated by Mentor and assigned to a specific central unit. After the license is correctly recognized, a new switch will appear in the main program window.



After enabling this switch, Windows may ask about the system firewall configuration - you should allow connections. The IP address will be displayed next to the switch, by entering this address in a web browser you can access remote control.

9.1.3. Program Elements



The main window presenting the view of the room is visible after loading the application and looks as shown in the figure.



At the top of the window, in the left and right corners, there are buttons that show the side panels. The left panel contains global options (for all groups), such as: line input selection, headphone and microphone control for all students. This panel contains sliders that allow you to adjust the volume of the teacher's headphones.

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The right panel contains commands for dividing students into groups and favorite settings.

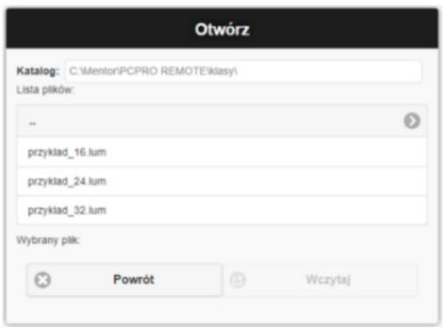
The operation of these commands is analogous to the commands from the standard version of the program. There are two buttons at the bottom of the screen: ***"Room view"*** which allows you to display the view discussed in this point, and the ***"Student list"*** button which displays the currently loaded list of students.

9.1.4 Student List Management



To go to the student list view, tap the ***"Student List"*** button at the bottom of the screen.

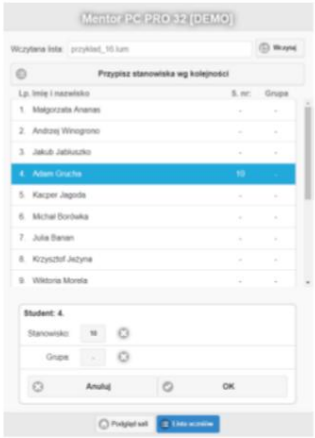
In this window you can see the name of the file containing the currently loaded list of students, the **"Assign stations by order" button,** and the list of students.



To load a file with a list of students from the disk, touch [Load], a window with a list of available student list files will appear on the screen.

This window also allows you to browse folders for the appropriate list of students by touching the folder name on the list. Once you have found the desired file, you should select it and confirm it by touching the [Load] button. To exit this window without loading a new list, you can touch the [Back] button.

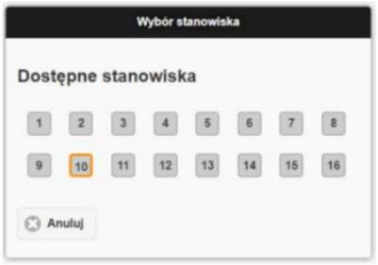
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Students loaded from a list file are visible in the list on the "Student List" screen.

After selecting a single student from the list, information about the position and group to which the student belongs will be displayed in the lower part of the window. The "-" sign means that there is no position or group assigned.

Students without an assigned position cannot belong to any group.



If a student is absent, you can vacate their position by tapping the "X" button next to the assign position button.

To select a different position for the student, tap the position selection button – a list of available positions will be displayed.



The selection is made by touching the number of the selected station, the station currently occupied by the student is marked with an orange frame.
To include a student in the selected group, touch the group selection button and the group selection window will be displayed, as shown in the figure.

From the available list, select the desired group. If the number of groups created is less than the group limit specified in the program settings, the **"New group"** option will appear on the list - selecting this item will create a new group and add a student to it.

To remove a student from a group, tap the remove from group button. If you want to make changes, tap the **OK button,** the **"Cancel"** button will delete all changes made.

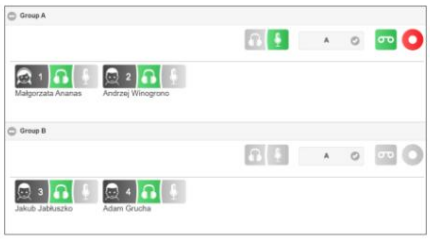
To quickly create any groups that contain specific students, select on the list of students who are to be placed in one group. The only condition – all selected students must have assigned positions.



Creating groups of several students is the same as assigning a group to one student.

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9.1.5. Handling the room preview window

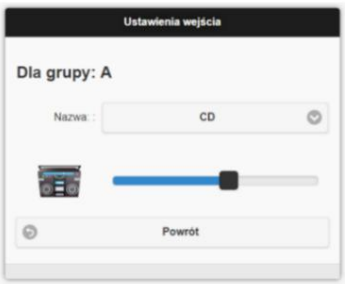


In the main part of the screen there is a preview of the division of students into individual groups.



Each group consists of two areas: global switches for a given group **(1)** and an area with a list of positions **(2).**

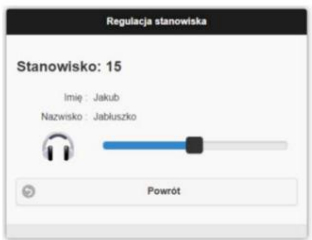
The controls in the global area of each group allow you to activate teacher functions in that group, such as microphone and headphones, line input control, and recording. Touching the field with the name of the line input assigned to a given group will display a window with the settings for that input.



In this window you can select which of the available inputs is to be assigned to a given group and adjust its volume level.



The stations area consists of elements representing individual stations: the name and surname of the student assigned to a given station, the station number, and icons showing the status of the headphones and microphone at a given station.



By tapping the headphones or microphone icon, you can turn the station element on or off. Double tapping the name area will bring up the "Station Adjustment" window.

In this window you can adjust the volume of the headphones connected to a specific station.

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9.1.6. Handling of student applications

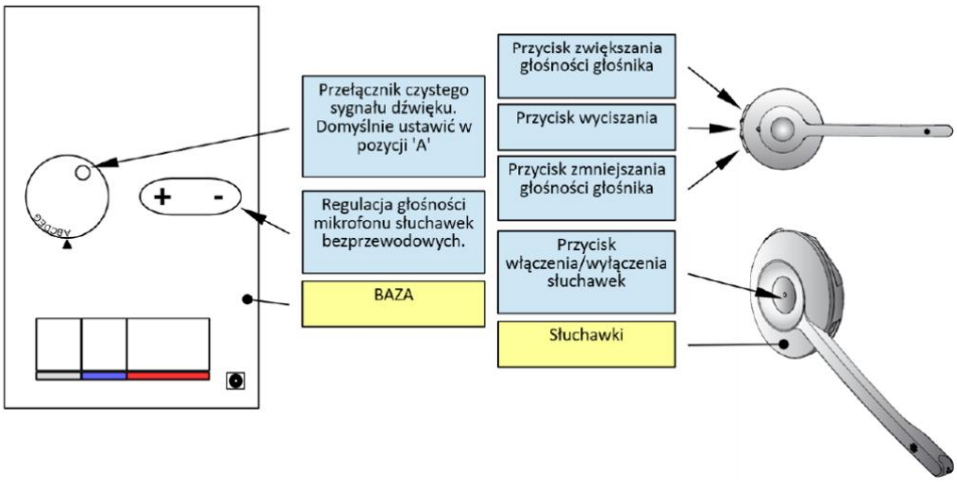
If the hardware configuration of the lab includes desks that allow students to report, the fact that a student has reported will be shown by marking the student's position with an orange frame. At the top of the ***"Room View"*** window, the ***"Clear Reports"*** button will appear - touching this button will delete all reports.

9.1.7. Favorite settings

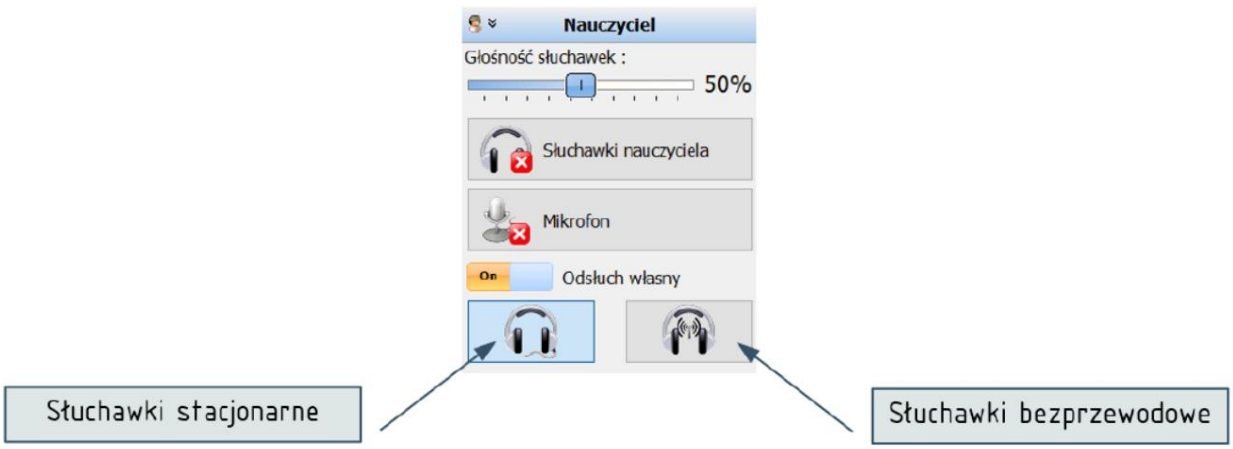
In the right panel of the room preview window there is a "Favorite settings" section. Using the buttons located here, you can call up the management window for one of the eight favorite settings:

This window allows you to give an appropriate name to the saved setting or issue a command to recall the selected setting. After touching the *"Save"* button the current student setting will be saved under the given name. Touching the *"Load"* button will restore the previously saved setting, this button is only active for previously saved settings. The *"Back"* button allows you to return to the previous screen without saving the changes.

9.2. Wireless headphones

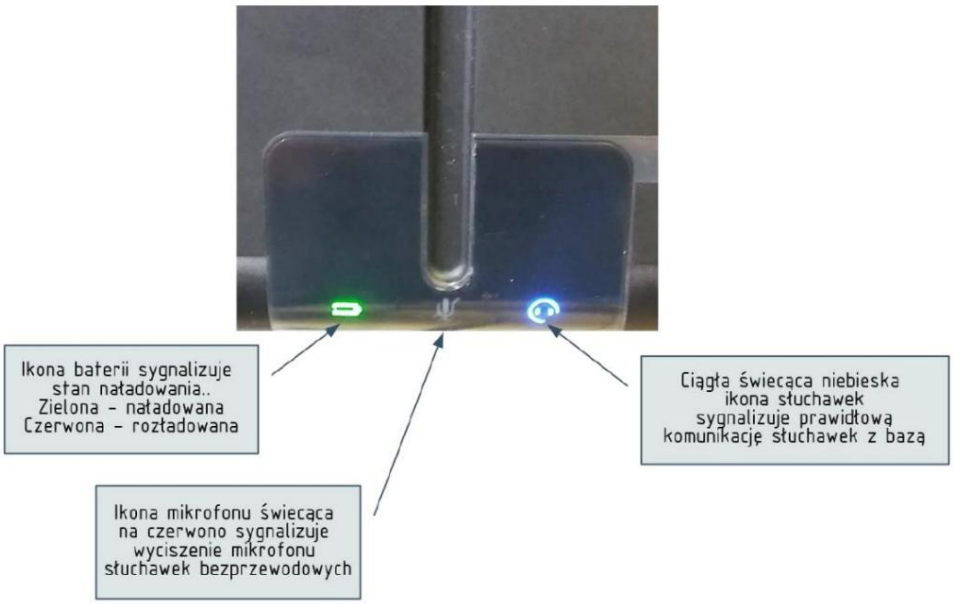


To use wireless headphones, click on the right icon in the control panel.



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Then press the on/off button located on the right side of the wireless headphone. Its proper activation is indicated by the blue headphone icon lighting up.



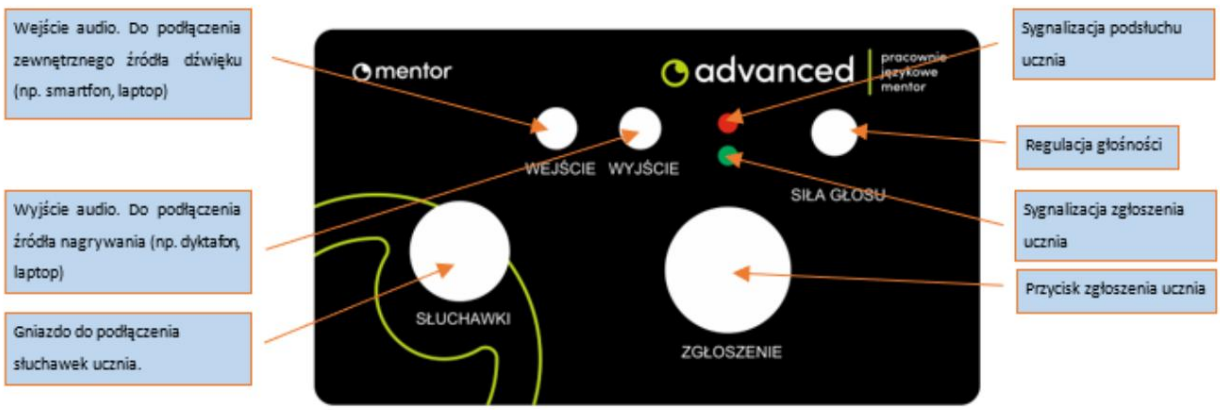
10. DESKTOP Package

10.1. KU-B1 Desktop

The student desk allows you to connect any recording device (dictaphone, computer). Once connected, the headphones are used to operate the language lab and, for example, the computer. The desk also allows the computer to work with a dynamic microphone.

You can save your dialogues along with the teacher's source on a connected recorder or computer.

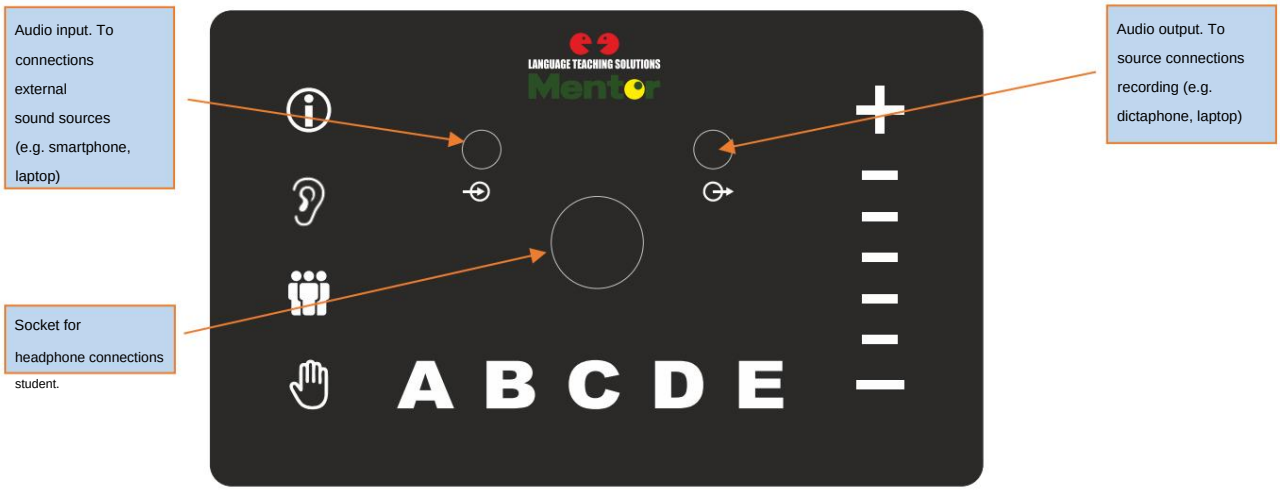
Any learning sources can be played from a connected computer or recorder individual.



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10.2. QUEST Desktop

More information on the website mentorpolska.pl and in the NOVA Creator manual.



information about activating the student's registration

signaling of a student's eavesdropping by a teacher

signaling group membership

student registration

A B C D E answer options

volume control

11.ACCESS Package

The Access package is a solution for students with special educational needs.

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Access allows you to:

- the lector reading the question and answer options,
- the selected button and the functions being activated
- the ability to repeat the question and answer options at the student's request,
- possibility of individual regulation of speech speed by the student
- the ability to individually change the speaker's language,
- the ability to change the speaker's language to match the language of the question and variants answers,
- the ability to set additional time, regardless of the previously set time all students,
- the desktop contains landmarks for locating touch-function fields.

11.1. System Configuration

System configuration can be skipped if it has been previously configured.

The same configuration applies to the test support program (NOVA).

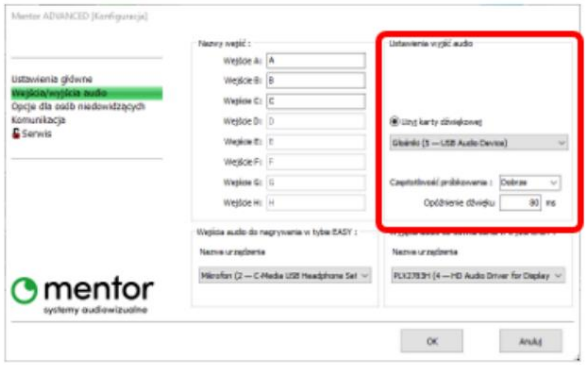
read its instructions.

1 Open **Settings**



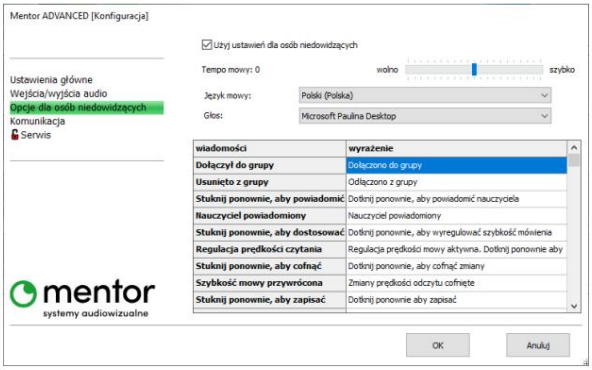
---

2 Check ***Use sound card.***
This is a device for audio support for the visually impaired. The name of this device should include the term *USB Audio Device.*



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3 Check ***Use settings for visually impaired.*** In this window you can set the default speech speed. By changing *the Speech Language,* you can assign your own voice prompts in the selected languages in the table.



11.2. Configuring the student list

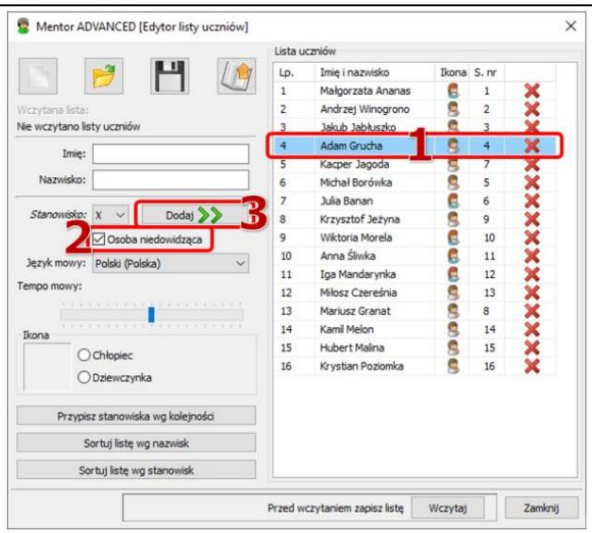
Stations that are intended to assist visually impaired people are determined before system installation, and programmatically configurable by installers. It is the teacher's responsibility to identify and designate persons from the list of students. assigning them to these positions.

1 Open **the Student List Editor**

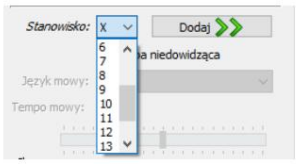
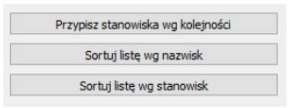


2
- Mark the student (1) on the list,
- Select ***Visually impaired person*** (2),
- Click ***Add*** (3)

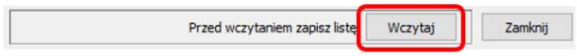
Repeat this step for the second person if necessary.



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3	These people can be assigned to a position manually or automatically. If selecting manually, please note which stands provide support for the visually impaired. In case of automatic selection, the system will assign them a place itself.	 	Manually assign a position. After doing this, click ***Add.*** Automatic position assignment. Click ***Assign positions in order***

4 Click ***Load*** and accept all changes,



The changes will be visible on the student list via the glasses symbol.



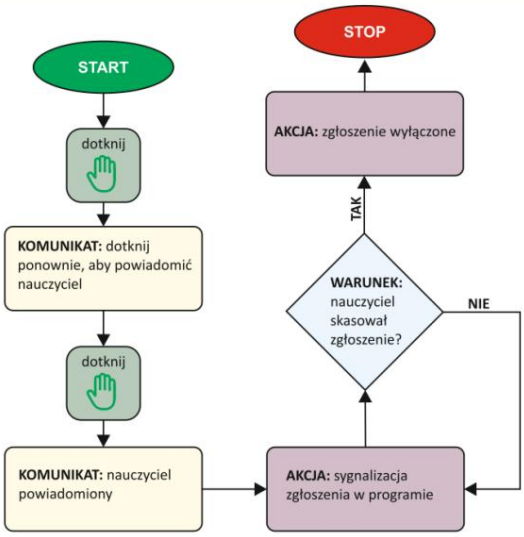
11.3. Voice messages

11.3.1. Adding/Removing Groups (Soft)

Each time you join a group, you will be confirmed with the message: *Joined to the group.*

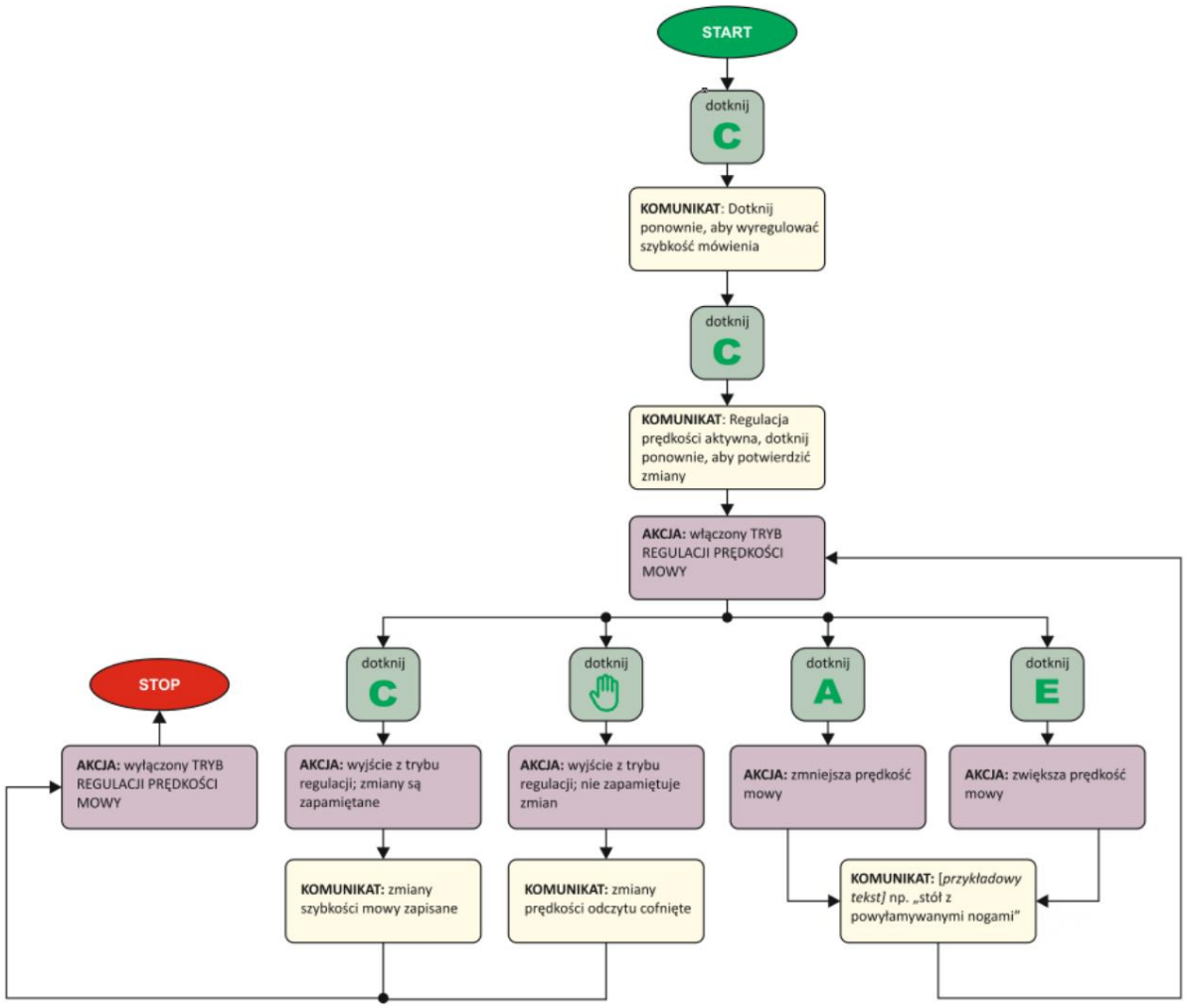
Each removal from the group is confirmed with the message: *Removed from the group.*

11.3.2. Student Registration (Desktop)



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11.3.3. Speech speed adjustment (desktop)



11.3.4. Volume control (desktop)

Louder – a short high-pitched signal (beep)

Quieter - a short low-pitched signal (beep)

12. Teacher's Panel

The Teacher Panel is a connection that contains:

- headphone socket,

- AUX sockets for connecting an external audio source, e.g. a smartphone, - USB socket as an additional port, for connecting e.g. a pendrive

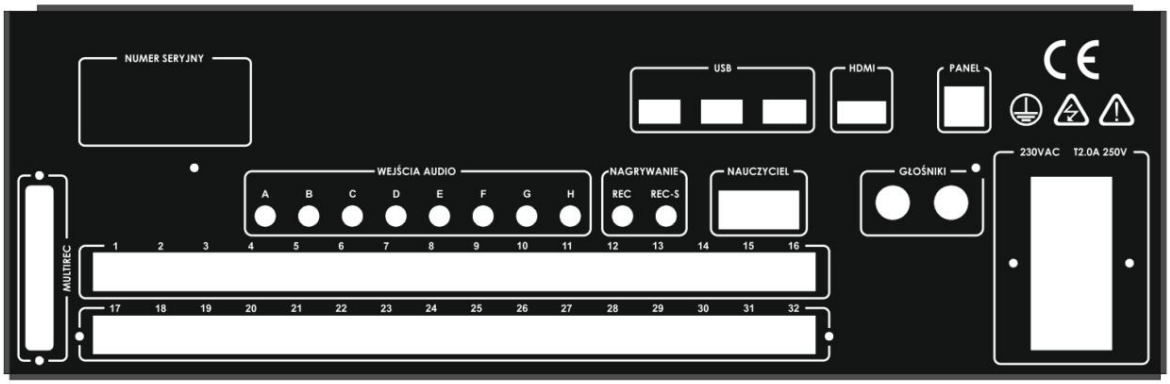
- ON/OFF button to turn on the control unit.

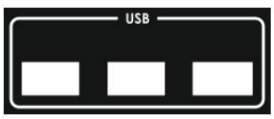
Machine Translated by Google



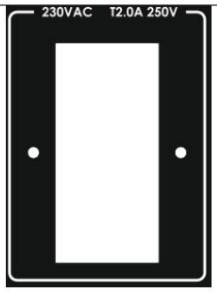
13.Case

12.1. Rear panel



	Station connectors. Maximum 32. Only use manufacturer cables! Using incorrect cables can damage the device and void the warranty!
	3 additional USB ports
	8 independent AH audio inputs. Inputs A and E with ground and signal separation. Connector type: 3.5mm jack, stereo
	Line output for recording audio from the group. REC-S output with ground and signal separation. Connector type: 3.5mm jack, stereo

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	Connector for connecting stationary and wireless headphones. Only use manufacturer cables! Using incorrect cables can damage the device and void the warranty!
	Connectors for connecting external speakers 4-8ÿ. Connector type: 6.3mm jack, stereo
	Connector for connecting the Teacher Panel. Only use manufacturer cables! Using incorrect cables can damage the device and void the warranty!
	230VAC power socket with main switch and T2.0A 250V fuse
	Output to multi-track recorder.

12.2. Front panel



1 – built-in OPS PC. **2** – DVD-RW drive with recording function

The computer's ON/OFF button turns the central unit's power on and off!

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12.3. Designations



This symbol is intended to draw the user's attention to the fact that there are enclosed information and guidelines for the operation and maintenance of the device in the form of written instructions.



This symbol is intended to draw the user's attention to the voltage inside the device that may pose a risk to humans. It is forbidden to open the cover. To repair the device, contact the service.



This symbol is intended to draw the user's attention to the need to connect the device only to a socket with a protective contact with a so-called "pin".