
DTEN MACHINE INSTRUCTIONS AND GUIDELINES

— UCSC EDUCATION DEPARTMENT —

ABOUT DTEN MACHINES

Through CARES funding, the department received 1 DTEN machine to use for hybrid meetings and instruction.

55 inch standing touch screen in the meeting room.

Great camera that captures the entire room and focuses on the speaking participant.

16 embedded microphones that can catch even a whisper at the back of the room.

Allow for more technologically advanced and inclusive experiences for those participating via Zoom during a hybrid meeting or class.

Acts as another Zoom participant who's advanced technology can allow for those at home to clearly see the entire room and hear speakers.

REQUESTING A DTEN MACHINE

If you wish to reserve the DTEN, submit a [DTEN Room Reservation Form](#).

The form will ask you to specify which room you would like to reserve and use the DTEN in.

Lizeth (Education Department Assistant) will keep track of moving the DTEN between meetings. Lizeth will send an email out if she needs assistance with this task.

USING DTEN MACHINE

The DTEN should be on when you enter the room you reserve. The Zoom meeting will be displayed on the screen. All you have to do is touch "Start" on the screen, and the DTEN will join the Zoom meeting.

If you are moving the DTEN to another room please turn off the DTEN before you unplug and move it.

You, on your laptop, are the host NOT the DTEN unit. When joining on a laptop in the same room as the DTEN, you will need to mute yourself and your laptop as you will be heard via the DTEN machine. The host will control pinning and spotlighting of participants.

From the DTEN machine, you can select different views (gallery, speaker, etc). There is also a whiteboard feature and a feature to send your marked up screen to participants.

CHECKING OUT

Simply leave the Zoom meeting on the DTEN machine and leave it plugged in and on in the meeting room.

THANK YOU

Thank you for taking the time to review the instructions and guidelines for using the Education DTEN machine.

If you have any questions or concerns, please contact

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