

ITV Procedure Classroom A & B Startup Operation

Unlock Classroom and Start Control Panel

- Unlock Classroom Door Entrance from the TTLC.
- Turn on the light switches in the classroom.
- Turn on the ITV Classroom:
- Touch the Control Panel Screen, so that the Control Panel awakens from Standby mode. It should be lit, so that you can read the information on the control panel.
- You should see a message which says “Classroom _ is now Off”
- Click the red button labeled “Start”.
- A Password prompt should appear.
- Press the following buttons on the password prompt. “1” , “2” , “3” , “4”. When you press the numbers, they will not be visible in the display screen, they will be represented with an asterisk “*”.
- Click the button labeled “Enter”
- A new screen will appear which is titled “Room Mode Selection Page”
- Click the button labeled “Distance Interactive”
- A Password prompt should appear.
- Press the following buttons on the password prompt. “2” , “2” , “2” , “2”. When you press the numbers, they will not be visible in the display screen, they will be represented with an asterisk “*”.
- Click the button labeled “Enter”
- A new screen will appear titled “Distance/Interactive Mode”. This screen will have all the controls you need for the electronic classroom’s operation.
- On the left side are the video controls labeled “video”
- On the right side are the audio controls labeled “audio”

Audio Controls

To Configure Audio Controls:

- On the right side titled “Adjust Volume for...”, touch the button labeled “Remote Audio”. A pop-up box should appear labeled “Volume Control-Remote”, which will have a speaker icon and a scrollbar labeled “Volume Control”. The speaker icon should have a red slash on it. This means that the audio for this device is muted.
- Touch the speaker icon with the red slash, and you will notice that the slash is gone. This means that the audio for this device is not muted.
- You can now adjust the volume lever by touching the Up arrow to “raise volume”, or touching the Down arrow to “lower volume”. Touch the Up arrow to raise the volume to about 70% or until the green meter is about $\frac{3}{4}$ (three-fourths) up the scrollbar.
- When you are done, touch the button labeled “Back” to return to the Main Screen of the Control Panel.
- On the right side titled “Adjust Volume for...”, touch the button labeled “Podium Mic”. A pop-up box should appear labeled “Presenter audio”, which will have a speaker icon and a scrollbar labeled “volume”. The speaker icon should have a red slash on it. This means that the audio for this device is muted.
- Touch the speaker icon with the red slash, and you will notice that the slash is gone. This means that the audio for this device is not muted.
- You can now adjust the volume lever by touching the Up arrow to “raise volume”, or touching the Down arrow to “lower volume”. Touch the Up arrow to raise the volume to about 70% or until the green meter is about $\frac{3}{4}$ (three-fourths) up the scrollbar.
- When you are done, touch the button labeled “Back” to return to the Main Screen of the Control Panel.
- On the right side titled “Adjust Volume for...”, touch the button labeled “Audience Mics”. A pop-up box should appear labeled “Audience audio”, which will have a speaker icon and a scrollbar labeled “volume”. The speaker icon should have a red slash on it. This means that the audio for this device is muted.
- Touch the speaker icon with the red slash, and you will notice that the slash is gone. This means that the audio for this device is not muted.
- You can now adjust the volume lever by touching the Up arrow to “raise volume”, or touching the Down arrow to “lower volume”. Touch the Up arrow to raise the volume to about 70% or until the green meter is about $\frac{3}{4}$ (three-fourths) up the scrollbar.
- When you are done, touch the button labeled “Back” to return to the Main Screen of the

Control Panel.

- The last three audio buttons on the right side only need to be used if the instructor or operator of the control panel wishes to use a wireless lavalier microphone, use the DVD/VCR Player Combo, , or make audio from the PC (Computer) audible.

If the Instructor or Operator of the Control Panel wishes to use a use a wireless microphone:

- First remove the wireless lavalier microphone transmitter from the top drawer on the right side of the Instructors desk.
- Near the top of the wireless lavalier microphone transmitter, there should be a switch labeled “Power”, with the options of sliding the lever toward “On” or “Off”.
- Slide the lever toward the Option labeled “On”.
- The wireless lavalier microphone transmitter should light up with green lights.
- On the right side titled “Adjust Volume for...”, touch the button labeled “Wireless Mic”. A pop-up box should appear labeled “Wireless audio”, which will have a speaker icon and a scrollbar labeled “volume”. The speaker icon should have a red slash on it. This means that the audio for this device is muted.
- Touch the speaker icon with the red slash, and you will notice that the slash is gone. This means that the audio for this device is not muted.
- You can now adjust the volume lever by touching the Up arrow to “raise volume”, or touching the Down arrow to “lower volume”. Touch the Up arrow to raise the volume to about 70% or until the green meter is about $\frac{3}{4}$ (three-fourths) up the scrollbar.
- When you are done, touch the button labeled “Back” to return to the Main Screen of the Control Panel.

If the Instructor or Operator of the Control Panel wishes to use the DVD/VCR Player Combo:

- First, located the DVD/VCR Player Combo. It will either be located on top of the Instructors desk or somewhere near this location.
- If the DVD/VCR Player Combo is displaying lights or lit buttons, this means that the device is already “On”. If this is not the case, the device needs to be turned on.
- To turn on the DVD/VCR Player Combo, touch the button labeled “Power”. Now, the DVD/VCR Player Combo should be displaying lights or lit buttons.
- On the right side titled “Adjust Volume for...”, touch the button labeled “VCR Audio”. A pop-up box should appear labeled “DVD/VCR audio”, which will have a speaker icon and a scrollbar labeled “volume”. The speaker icon should have a red slash on it. This means that the audio for this device is muted.

- Touch the speaker icon with the red slash, and you will notice that the slash is gone. This means that the audio for this device is not muted.
- You can now adjust the volume lever by touching the Up arrow to “raise volume”, or touching the Down arrow to “lower volume”. Touch the Up arrow to raise the volume to about 70% or until the green meter is about $\frac{3}{4}$ (three-fourths) up the scrollbar.
- When you are done, touch the button labeled “Back” to return to the Main Screen of the Control Panel.

***If the Instructor/Operator of the Control Panel wishes to make audio from the PC audible:**

- On the left side titled “Adjust Volume for...”, touch the button labeled “PC/Laptop Audio”. A pop-up box should appear labeled “Volume Control PC/Laptop”, which will have a speaker icon and a scrollbar labeled “Volume Control”. The speaker icon should have a red slash on it. This means that the audio for this device is muted.
- Touch the speaker icon with the red slash, and you will notice that the slash is gone. This means that the audio for this device is not muted.
- You can now adjust the volume lever by touching the Up arrow to “raise volume”, or touching the Down arrow to “lower volume”. Touch the Up arrow to raise the volume to about 70% or until the green meter is about $\frac{3}{4}$ (three-fourths) up the scrollbar.
- When you are done, touch the button labeled “Back” to return to the Main Screen of the Control Panel.

Video Controls

- In the main screen of the Control Panel, you will notice that there is a square box in the center of the main screen, which is labeled as “This is Showing”.
- This means that whatever is showing or being represented in this screen is what is being broadcast from or shown in the classroom.

To Configure Video Controls:

- First, at the front of the electronic classroom, there should be either a white projector screen or 2 (two) plasma screens.

If the electronic classroom has a white projector screen or just a white board, use the following directions:

- Look near the wall at the front of the electronic classroom, and you should see a projector screen reel. If the projector screen reel does not have a projector screen hanging out of it, the screen needs to be pulled out.
- To pull the white projector screen out, reach up and grab the black cord hanging out of the projector screen reel, and gently and slowly pull the black cord. As you pull the black cord, you will notice that a white projector screen will begin to come out and reveal itself.
- Once the black cord can no longer be easily pulled, the white projector screen is completely revealed, and you can release the black cord.
- Now the white projector screen is completely out and nothing more needs to be done to operate this device.

If the electronic classroom has 2 (two) plasma screens, turn them on by using the following directions:

- If the plasma screen is lit and displaying an image or picture, this means that the plasma screen is turned on. If the plasma screen is not lit, and is not displaying an image or picture, the device needs to be turned on.
- To turn on the plasma screens, touch the buttons at the bottom corner of the plasma screens to turn them on.

To turn on and operate the Presenters Camera video controls.

- On the left side, touch the button labeled “Presenter Video”. This camera is located on the plasma screen facing the instructor.
- Control Options should appear in the center display screen of the Control Panel that will have a camera icon, arrows in all directions, and Zoom Out and Zoom In Buttons.

- Touch these controls to position the Presenters camera to the desired position.
- If no Controls appear in the center display control screen of the Control Panel, there should be a button or text labeled “touch for video controls”.
- Touch this button in order to access the video controls.
- You should be able to see a video representation of what the camera is displaying in the center display screen of the Control Panel.
- If you do not see this video representation, there should be a button labeled “Close” in the center display control screen of the Control Panel.
- Touch this button in order to display video representation of the camera.

To turn on and operate the Audience Camera video controls.

- On the left side, there are two buttons, labeled “Audience Camera Left” and “Audience Camera Right”.
- These cameras are located on the top of the plasma screens located on the left and right side of the electronic classroom.
- Touch button of the camera you which to control.
- Control Options should appear in the center display screen of the Control Panel that will have a camera icon, arrows in all directions, and Zoom Out and Zoom In Buttons.
- Touch these controls to position the Audience Camera to the desired position.
- If no Controls appear in the center display control screen of the Control Panel, there should be a button or text labeled “touch for video controls”.
- Touch this button in order to access the video controls.
- You should be able to see a video representation of what the camera is displaying in the center display screen of the Control Panel.
- If you do not see this video representation, there should be a button labeled “Close” in the center display control screen of the Control Panel.
- Touch this button in order to display video representation of the camera.

To turn on and operate the DVD/VCR Player Combo video controls:

- First, located the DVD/VCR Player Combo. It will either be located on top of the Instructors desk or somewhere near this location.
- If the DVD/VCR Player Combo is displaying lights or lit buttons, this means that the device is

already “On”. If this is not the case, the device needs to be turned on.

- To turn on the DVD/VCR Player Combo, touch the button labeled “Power”. Now, the DVD/VCR Player Combo should be displaying lights or lit buttons.
- On the left side, touch the button labeled “VCR”. A pop-up box will appear with two buttons. One button will be labeled “VCR”, and the other will be labeled “DVD”.
- Touch the button of the selection that you wish to display.
- The DVD/VCR Player Combo will be displayed in the center display screen Control Panel.

To turn on and operate the video controls on the Document Camera:

- First, locate the document camera, which should be located on the top of the Instructor’s desk.
- There should be a button on the document camera labeled “Power”.
- To turn on the Document Camera, touch this button.
- The Document Camera should now be turned on. It may take up to 10 (ten) seconds for the Document Camera to completely warm up and turn itself on after the power button is pressed.
- If a light does not come on automatically when this button is pressed, look at the controls on the Document Camera, and located the button labeled “light”.
- Touch this button in order to turn on the light of the Document Camera.
- On the left side, touch the button labeled “Document Camera”. The Document Camera will be displayed in the center display screen Control Panel.

To turn on and operate the video controls on the PC (Computer):

- First, open the bottom cabinet on the right side of the Instructor’s desk. This will reveal the (Desktop) or Main Hardware of the PC (Computer). Near the center front of this device, there should be a button. If this button is lit, then the PC (Computer) is turned on. If the button is not lit, this means that the button needs to be turned on.
- To turn on the PC (Computer) gently press the button near the front center of the device. The button should now be lit, and the computer is now turned on. The computer now will begin going through its booting process, which could take up to several minutes.
- On the left side, touch the button labeled “PC”. The PC (Computer) will be displayed in the center display screen Control Panel.