

ITV Procedure

Control Room and Studio Startup and Operation

Control Room Startup

Opening the Room

- Unlock the door entrance to the Control Room.
- Turn on the light switches in the Control Room.

Turning on the Video Cameras and Monitors

- Go over to the racks near the wall adjacent to the Control Room Window.
- Locate the three (3) Sony Camera Control Units (CCU) labeled one (1), two (2), and three (3) in the first rack.
- Turn on the power for each of these three CCUs by flipping the switch labeled “Power” to the position labeled “On”. If this is done properly the Sony Camera Control Units should light up.
- Locate the section of the Sony Camera Control unit labeled “Mode”. Flip the mode to the position labeled “Camera”.
- Locate the two (2) small Sony TV Monitors in the first rack near the top.
- Turn on the small Sony TV Monitors on the left hand side, which is closest to the outside edge of the rack. This is done by pressing the power button located in the bottom far right of the monitor. If this is done correctly the screen on the Sony monitors should light up.
- Locate the large Sony TV Monitor in the second rack.
- Turn on the large Sony TV Monitors. This is done by pressing the power button located in the bottom far right of the monitor. If this is done correctly the screen on the Sony monitor should light up.
- Locate the Sony Quad 4-inch LCD Monitors in the second rack. These are a set of 4 small 4-inch monitors together in one casing. These monitors will be labeled one (1), two (2), three (3), and four (4).
- Turn on each of the four (4) Sony Quad LCD Monitors. This is done by pressing the power button located in the bottom far right of the monitor. If this is done correctly the screen on the Sony monitors should light up.

- Locate the large Sony TV Monitor in the third rack.
- Turn on the large Sony TV Monitors. This is done by pressing the power button located in the bottom far right of the monitor. If this is done correctly the screen on the Sony monitor should light up.
- Locate the Sony Quad 4-inch LCD Monitors in the third rack. These are a set of 4 small 4-inch monitors together in one casing. These monitors will be labeled five (5), six (6), seven (7), and eight (8).
- Turn on each of the four (4) Sony Quad LCD Monitors. This is done by pressing the power button located in the bottom far right of the monitor. If this is done correctly the screen on the Sony monitors should light up.

Turning on the Recording and Playing Cassette Decks

- Locate the Sony DSR-2000 DVCAM Player/Recorder Deck.
- Turn on the Sony DSR-2000 deck. This can be done by flipping the black On/Off switch to On. The “On” symbol is represented with a (I), while the “Off” symbol is represented with a (0). If this is done properly the deck will light up.
- Locate the Sony DFS-700A DME Switcher. It is located on the desk in front of the third rack and below the Sony DSR-2000 deck.
- Make sure that the Sony DFS-700A DME switcher is on. The switcher is on if it is lit up, with lights and numbers.
- Locate the mini rack in front of the Control Room Window.
- Locate the Panasonic VHS Player/Recorder on the rack.
- Turn on the Panasonic VHS Player/Recorder by pressing the button labeled “Power”. If this is done correctly, the Panasonic VHS Player/Recorder will light up.

Turning on the Computer Workstation

- Locate the Computer Monitor on the mini rack.
- Turn on the computer monitor by pressing the button labeled “Power”.
- Locate the computer CPU, which is located on the floor next to the mini rack.

- Turn on the computer by pressing the power button on the computer. The button will be represented by an “O” with an “I” intersecting vertically through the top of it.

Turning on the Lighting Dimmers and Controlling the Lighting Grid

- Locate the gray Light Dimmers on the top of the mini rack.
- On the Light Dimmers, slide the switches for number 12 up to 100%. This is the light that should be used for the Instructor.
- Note:** If switch number 12 is low or completely out, use number 20 in it’s place.
- Make sure that the Light Dimmer switches for numbers 22 and 24 are all the way up to 100% (percent).

Setting Up and Operating the Audio Switchboard

- Locate the audio switchboard, which is next to the mini rack, and also in front of the Control Room window.
- Make sure the audio switchboard is on, which is indicated by the lights on the switchboard being lit. If the audio switchboard is not on, turn it on by pushing the black button located underneath the table in front of the mini rack. The mini rack is located next to the computer, and has the light dimmer console and computer monitor on top of it.
- Locate the sliders for the following numbers on the audio switchboard: 1, 2, 3, 5, 6, 7, 8, 9, 13, 14, 15, 16, 17, 18, and 19.
- Slide audio switchboard numbers 1, 2, 3, 5, 6, 7, 8, 9, 13, 14, 15, 16, 17, 18, and 19 up to Unity (U), which is also labeled as 0 dB.
- Locate audio switchboard number 32, which is also labeled as “MDF”.
- Slide audio switchboard numbers 32 up to Unity (U), which is also labeled as 0 dB.
- Locate the audio switchboard switch labeled “Studio”. This is located at the far right end of the audio switchboard.
- Slide the audio switchboard switch labeled “Studio” up to Unity (U), which is also labeled as 0 dB
- Locate the audio switchboard switch labeled “Main Output”. This is located at the far

- right end of the audio switchboard.
- Slide the audio switchboard switch labeled “Main Output” up to Unity (U), which is also labeled as 0 dB.

Setting Up and Operating the Audio Rack

- Locate the audio rack, which is located off to the right of the audio switchboard. The audio rack has a tape deck, Shure wireless receiver, audio patching cables, and many other types of equipment in it.
- Locate the component in the top right hand rack labeled “Atlas Soundolier”. The component should have a LED labeled “Power”, and several other LED off to the right.
- Note:** If the audio rack is turned on, the power button LED on the Atlas Soundolier component will be “Green”, and the other LED lights of to the right will be “Red”. If the LED’s are not this way, then the audio rack is “Off”.
- Turn “On” the audio rack by pushing the black button labeled “Start”. The equipment in the audio rack should turn themselves on one component at a time, and you should hear a clicking sound as they do so.

Turning on and Operating the Wireless Lavalier Microphone(s)

- Locate the small off-white filing cabinet located against the wall opposite the Control Room window.
- Open the second drawer of the filing cabinet and locate the Shure microphone pouches.
- Open each of the Shure microphone pouches by unzipping each of them.
- Look in each of the pouches until you find the wireless lavalier microphone labeled “Mic #1” and “Mic #2”.
- Choose the microphone(s) and put the unused microphones back in the pouch, zip the pouch back up, place the pouch back in the second drawer, and close the drawer of the filing cabinet.
- Turn on the wireless lavalier microphone by flipping the Power switch to the position labeled “On”.
- Locate the battery meter on the wireless lavalier microphone, which should be near the section labeled “Power”.
- Make sure that the battery meter is not indicating low battery power.

- Speak into the wireless lavalier microphone in order to test it. You should hear the audio from the wireless lavalier microphone coming through the speakers in the control room, and should also see the levels and meters on the audio switchboard register the audio output from the microphone.

Changing the battery in the Wireless Lavalier Microphone

- Note:** If the wireless lavalier microphone battery meter is indicating low battery power, you need to change the 9-volt (9V) battery in the wireless lavalier microphone.
- Open the first drawer of the small off-white filing cabinet located against the wall opposite the Control Room window.
- Locate a new 9-volt (9V) battery, and remove it from its packaging, if necessary.
- Turn “Off” the wireless lavalier microphone.
- Flip the wireless lavalier microphone upside down, and open the battery door of the device.
- Remove the old 9-volt (9V) battery, and replace it with the new 9-volt (9V) battery that you removed from the first drawer of the small off-white filing cabinet. Remember to follow the battery installation instructions on the inside of the battery door flap.
- Close the battery door of the wireless lavalier microphone.
- Turn “On” the wireless lavalier microphone.
- Speak into the wireless lavalier microphone in order to test it. You should hear the audio from the wireless lavalier microphone coming through the speakers in the control room, and should also see the levels and meters on the audio switchboard register the audio output from the microphone.

Studio Startup

Opening the Studio

- Open the door entrance to the Studio.
- Locate the light switches in the studio, which are mounted on the wall to your right as you enter the Studio from the Control Room
- Turn on the light switches in the Studio.
- Note:** Locate the Instructor's Desk in the studio, which can be found in front of a set of the large blue curtains near the front of the Studio.

Turning on the Computer Workstation in the Studio

- Locate the Computer Monitor(s) on the top of the Instructor's desk.
- Turn on the computer monitor(s) by pressing the button labeled "Power".
- Locate the computer CPU, which is on the floor underneath the Instructor's desk.
- Turn on the computer by pressing the power button on the computer. The button will be represented by an "O" with an "I" intersecting vertically through the top of it.

Turning on the Document Camera in the Studio

- Locate the Document Camera, which is on top of the Instructor's desk, to the right of the computer monitors.
- Locate the document camera switch labeled "Power", which is on the left side of document camera.
- Turn on the document camera power switch. If this is done correctly, the document camera device should light up and its output will be displayed on one of the computer monitors on top of the Instructor's desk.

Turning on the Floor Monitor in the Studio

- Locate the large Sony TV Monitor on the floor near the Instructors deck in the studio.
- Turn on the large Sony TV Monitor by pressing the button on the front of the device labeled "Power".

Turning on the Projectors in the Studio

- Go to the Control Room.
- Locate the Control Panel LCD screen, which is in front of the racks, against the wall adjacent to the Control Room window.
- Touch the Control Panel LCD screen to make sure that it is active.
- Touch the button labeled “Projector(s) Control”. If this is done correctly, a menu labeled “Projectors” will appear.
- Locate the section labeled “Projector Controls”.
- Locate the sub-section labeled “Left Projector”.
- Touch the button labeled “Left Projector On”. If this is done correctly the button should turn “Red”.
- Locate the sub-section labeled “Right Projector”.
- Touch the button labeled “Right Projector On”. If this is done correctly the button should turn “Red”.

Setting Up and Operating the Video Cameras

- Locate the two (2) video cameras, which are near the rear of the studio, in front of the Control Room window.
- Using the viewfinder located on top of the video cameras, position the cameras so that you have different shots or views of the Instructor’s desk with each camera.
- Push or Pull the video camera so that it rolls to the area in which you want to position the camera.
- Use the video camera control rocker on the handle on the right side of the camera to control the zoom in and zoom out function.
- Use the knobs on the handle on the left side of the video camera to adjust the focusing controls on the video camera.

Testing the Student Microphones on the Desks in the Studio

- Press and hold the button on the microphone labeled “Push”. If this is done correctly, a green LED will light up on the microphone.
- Speak into the microphone to test the device. You should hear the audio from the microphone through the speakers in the studio.
- Note:** The student microphones in the studio all have a Push-To-Talk functionality built in to them. This means the Push button on the microphones must be pressed and held in order to talk. When the green LED is lit on the microphone, they are active and accepting audio input. When the green LED is not lit on the microphone, they are not active, and they are not accepting audio input.

Opening the Studio Main Entrance Doors

- Locate the double doors in the studios which serve as the main entrance to the Studio.
- Locate the entrance door on the left side.
- Firmly push the crossbar on the left door to unhinge the door. If this is done correctly the door will unlock and open.
- Locate the floor sign which reads “No Food or Drinks Allowed”. The floor sign should be near the main entrance double doors of the studio.
- Completely open the left door entrance to the studio.
- Move the floor sign to the outside hallway, and place it in front of the open door to hold the door open.