

## ITV Procedure MDF Closet Startup and Operation

### MDF Closet Startup

- Unlock the door to the MDF Closet.
- Turn on the light switch in the MDF Closet.
- Go to the front of the rack.
- Locate the five (5) MDF Codecs, located in the second rack from the left, which is the side of the room that is closest to the door entrances. The Codecs will be numbered one (1) through five (5).
- Go around to the back of the racks where you will see lots of wires, cables, and other electronic connections.
- Locate the back of the 5 (five) previously mentioned Codecs.
- Turn on the Codecs. 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 after several few seconds you will hear a sound indicating that the Codec has been turned “On”, and the lights on the front of each Codec will light up.
- Go to the front of the rack again
- Locate the two (2) Sony TV Monitors, which are located in the third rack from the left.
- Turn on the two (2) 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 monitors should light up.
- Locate and the two (2) DVD/VCR Combo Players, which are located in the third rack from the left, underneath the two (2) Sony TV Monitors.
- Turn on the two (2) DVD/VCR Combo Players. This is done by pressing the power button located in the far left have corner of the DVD/VCR Combo Player. If this is done correctly the buttons on the device should light up. The DVD/VCR Combo players are labeled as VCR #1 and VCR #2.
- Remove the cordless telephone from the charger, which is located in the first rack on the far left side, closest to the entrances. This cordless telephone serves as the ITV Hotline Telephone and should be kept with you while monitoring classes.

- Go to the exit of the MDF Closet that you originally entered.
- Open the MDF Closet exit door.
- Turn off the lights in the MDF Closet.
- Exit the MDF Closet and check to make sure that the door is locked. Note: The door should automatically lock itself, but double check to make sure.

### **MDF Closet Operation**

- Check to make sure that the MDF Codecs, Sony Monitors, and DVD /VCR Combo Players are all turned “On”. If they are not turned on, and you are not sure how to do so, please refer to the procedure list titled, “MDF Closet Startup”.
- Locate the tape rack which against the wall across from the MDF Racks.
- Locate the videotape of the class which you want to record. The labels on the videotapes should list the classes in the following way Instructor Name, Course & Number, Class Time, Day(s). (Example: Stanberry BA 3301 10:00-11:15 a.m. T, TH)
- Place the videotape in either VCR #1 or VCR #2, depending on which of the two are available for use.
- Rewind the videotape by pressing the “Rewind” button on the DVD/VCR Combo player.
- Locate the touch control panel in the rack near the Sony Monitors and the DVD/VCR Combo Player. This control panel can be used in the same manner as those located in the Electronic Classrooms and the Studio.
- Use this control panel to route classroom if the MDF Web Interface is not working properly.
- Note:** It is also a wise choice to return to the MDF Closet to check and make sure that the DVD/VCR Combo Player is actually recorded a class, even if it is assigned to do so through the MDF Web Interface.