

USING THE ITV CLASSROOM

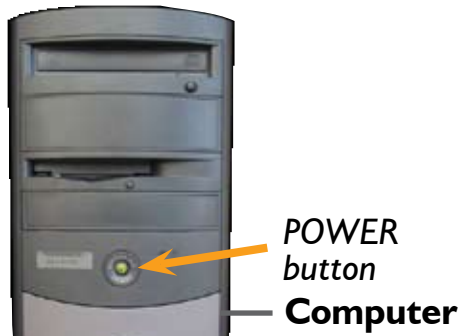
CV 55-103

START UP

ITV CLASSES ARE AUTOMATICALLY CONNECTED/DISCONNECTED to remote classes at the beginning and end of scheduled class times.

1. FOLLOW ON-SCREEN INSTRUCTIONS TO LOG ON TO THE COMPUTER

- * If computer screen is dark, try pressing any key on the keyboard to "wake it up".
- * If computer is off, turn on using the POWER button.



2. TURN THE LOCAL SYSTEM ON USING THE CONTROL PANEL

The "ON" button is located in the upper left corner of the control panel. Once the system warms up, you should see the remote classroom on the projection screen and the monitor at the back of the room.



3. ADJUST CAMERA POSITIONS USING THE CONTROL PANEL

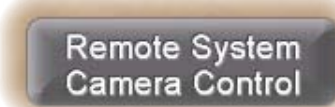
Choose "Instructor Cam" and adjust the position and zoom using the buttons on the right hand side. Then do the same for other cameras as needed.



4. TURN THE REMOTE SYSTEM ON

Double-click the icon on the desktop that corresponds to your remote classroom (i.e. control system L-215), which will open that room's control panel in a browser window. Press "ON", then adjust the student camera.

FYI: The "Remote System Camera Control" button on your local allows you to control the STUDENT camera in the remote classroom.

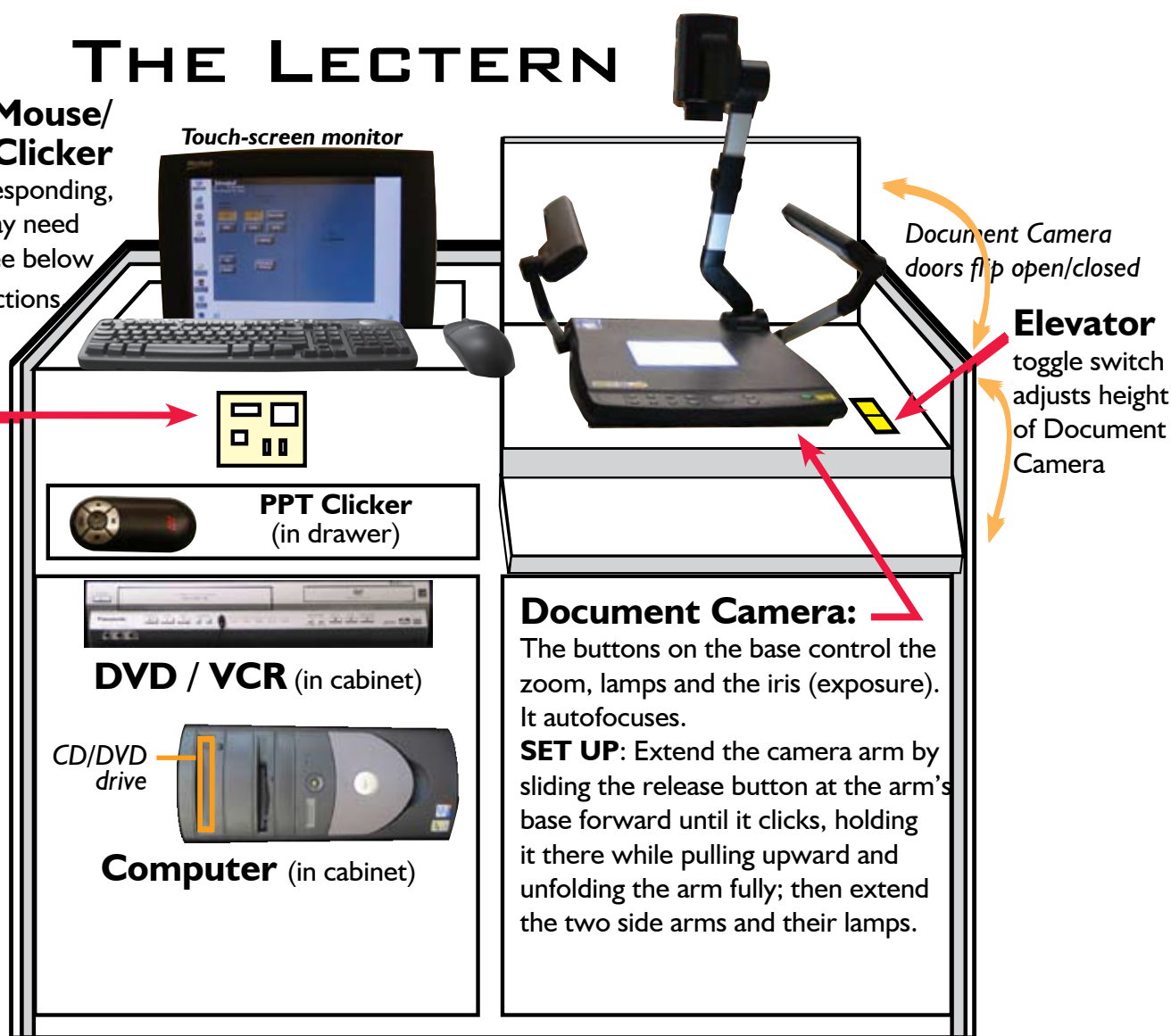


THE LECTERN

Wireless Mouse/Keyboard/Clicker

If these aren't responding, the batteries may need replacement. See below "Synching" directions

- PORTS**
- VGA
 - Data
 - USB
 - Power



Document Camera:
The buttons on the base control the zoom, lamps and the iris (exposure). It autofocuses.
SET UP: Extend the camera arm by sliding the release button at the arm's base forward until it clicks, holding it there while pulling upward and unfolding the arm fully; then extend the two side arms and their lamps.

Not Connected? Let Remote Class Know...

ITV PHONE#S

Chino	55-103	717-7765
Verde	D-111	634-6583
	D-110	634-6509
	L-215	649-4577
	M-204	634-6638
Prescott	2-216	771-6138
	19-215	776-4825

ENDING CLASS

1. **TURN THE SYSTEM OFF** on the control panel.
2. **LOG OFF THE COMPUTER.** Go to "Start" and choose "Log Off".

Need Help?!

Tech Solutions Center
Dial (776)-2168

Mon. to Thurs. 7:00 am – 10:00 pm
Friday 7:00 am – 9:00 pm
Saturday 8:00 am – 5:00 pm



COMMON ISSUES & SOLUTIONS

Sound or Volume Problems:

1. Use the Volume buttons on each room's control panel to adjust for that room.
2. Use the "Mics On/Off" button on the control panel when no sound is needed to stop feedback (during a movie, for example).

Document Camera not displaying:

1. Make sure it's ON - green button on left.
2. Press "Int/Ext" button until NO lights are on.

SYNCHING

Wireless Mouse, Keyboard & Clicker

After replacing batteries, you will need to "re-synch" each with the computer

1. Use a straightened-out paper clip to press the "ID Change" button on the back of keyboard or mouse. To do this on the clicker, hold down the "ESC" and " " buttons until the lights go out (~3 sec).
2. On the back of the computer, press the tiny button on the USB transmitter.