

Turning On the ITV Equipment

1. Press the “Power” button to “On”, for each of the three televisions.
2. Press the power on, the monitor that is on the instructor’s desk.
3. Open the VTEL cabinet that the fax machine is set on. (See fig. 1)
 - ✚ Make sure that the power light in the upper right hand corner of the cabinet is turned on and leave it on at all times.
 - ✚ Press button in on the lower left corner of the black box that is located in the bottom of the cabinet, to boot up the system.
4. Wait till the system is booted up, you will see a Ctrl + Alt + delete window appear.

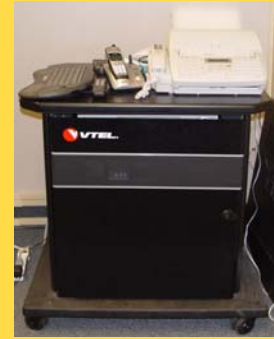


Figure 1 VTEL Cabinet with a Fax Machine

Turning Off the ITV Equipment

1. Press the power off, on all three of the televisions.
2. Leave the power on the monitor that is on the desk
3. The cameras stay on at all times.

Turning On the ITV System

1. Use the white keyboard (see fig.2) to access the ITV system.
 - ✚ Hold on the Ctrl + Alt + delete keys
 - ✚ Type in the User: administrator
 - ✚ Type in the Password: kctcs
 - ✚ Hit the “Enter” key
2. Wait for the system to initialize and display on the two televisions in the front of the room.
3. When the cameras come on. You should be able to see the rooms on the TV monitors.



Figure 2 White Keyboard

Turning Off the ITV System

1. Use the white keyboard (see fig.2) to access the ITV system.
 - ✚ Hold on the Ctrl + Alt + delete keys
 - ✚ Use the “Tab” key to select the “Shut Down” option
 - ✚ Hit the “Enter” key
2. The system now starts shutting down, you can see on the monitor.

NOTE: When the system is up, check and test with the remote sites to be sure they can see and hear. You should be able to see this class room, and the other remote classrooms in the monitors. Use the phone in the room to contact the remote site(s) if needed.