

Login to Instructor Station

1. Turn on the CPU tower by pressing the “Power” button in.
2. Wait till the Ctrl + Alt + Delete window appears.
3. Logon to instructor’s station by holding the Ctrl + Alt + Delete keys, using the black keyboard. (See fig. 3)
4. Use your own personal kctcs logon to access this computer.
5. To view this monitor; be sure that the white panel is set to the digital document camera stand view. This is camera 3. (See fig. 4)
6. Set the view on the digital document camera stand to video 2, using the document stand’s panel.



Figure 3 Instructor Station and a Black Keyboard

Logoff Instructor Station

1. Use the mouse to click on the “Start” menu.
2. Click on the “Shut Down” option
3. Select the “Shut Down” option and click “OK”
4. Turn off the computer monitor

Using Students’ Microphones

1. Hit the “touch” button to turn the microphone at the students’ station. A red light will come on.
2. Hit the “touch” button again to turn the microphone off.
3. Camera 1 will automatically focuses on microphone that is on.
4. Only one of the microphones can be on at a time.
5. When done speaking be sure to turn off microphone, so that another person may speak.
 - ✚ You will be able to hear if someone else tries to speak.
 - ✚ The instructor may need to direct the student to turn the microphone off, so that another student may speak.
 - ✚ The microphone has preset switches – if these are changed it can cause a problem.

Using Portable Instructor’s Microphone

1. Using the black remote control, click on the 1st top grey button, to send signal to the back camera (Camera 2) to activate the camera.
2. Clip on, putting one of the microphones in the back, and the other one in the front.
3. Turn on the audio – video switches (two switches).
4. Clip the pack on your clothes, pants, belt, etc...
5. There is one backup battery pack. Plug the Auxiliary backup pack into the main pack.

Note:

- ✚ Each pack is good for about 2 to 2 ½ hours. It will flash when battery is going down.
- ✚ There is only one place to plug it in.