



Installations
Tour & Events
Equipment Sales
Service

Serb Systems Inc. dba Pro Media UltraSound

January 4th, 2011

Subject: Laney College Training Agenda

Training Dates:

Level 3 Systems – January 19th, 2012 from 1:00pm to 3:00pm in room D200

Level 2 Systems – January 19th, 2012 from 3:30pm to 5:00pm in room A266

Level 2 System Training

Attendees: All faculty and staff who will be using level 2 systems

Period of time: 1 ½ hours

Agenda:

- Introduction of basic system components including: Equipment rack, desk, IWB, document camera, Presentation projector and screen, PTZ camera and ALS system.
- Demonstration of how to unlock and turn the system on.
- Introduction to equipment in rack and desk including the control panel, DVD/VHS player, wireless microphone receiver and microphone, laptop input, MP3 input, resident computer, audio amplifier, and ALS system.
- Demonstration of how to unlock and turn the system on.
- Using the wireless microphone:
 - introduction to wireless microphone and transmitter – how and where to clip it
 - turning the transmitter on
 - turning the transmitter off
 - participant questions
- Demonstration of touch panel layout including:
 - selecting a source on the presentation projector
 - selecting a source on the interactive whiteboard.
 - using the audio controls
 - DVD/VHS transport controls
 - PTZ presets and display
 - participant questions
- Review of the interactive whiteboard (if required), including:
 - basic components including pen, dongle, board, projector, and ENO mini
 - loading the polyvision driver onto your laptop.
 - matching the pen to the board.
 - control strip on board.



Installations
Tour & Events
Equipment Sales
Service

Serb Systems Inc. dba Pro Media UltraSound

- ENO mini
- participant questions
- Interactive whiteboard demonstration (if required), including:
 - draw mode
 - computer control mode
 - selecting pen styles and colors
 - erasing
 - using the onscreen keyboard
 - navigation through screens
 - saving screenshots to resident computer (requires configuration of resident computer by Laney staff prior to training)
 - using it as a dry erase board
 - participant questions
- Presentation projector and screen demonstration including:
 - operating the manual screen
 - turning projector on
 - select source
 - displaying an image onto the screen
 - turning the projector off
 - participant questions
- Playing a DVD or VHS tape
 - loading a DVD
 - loading a VHS
 - selecting DVD or VHS from the control panel
 - using the menu controls
 - using the transport controls
 - closed captioning
 - participant questions
- Using the ALS system:
 - introduction to ALS receiver and headset
 - turning receiver on
 - turning the receiver off
 - participant questions
- Displaying a laptop image
 - connecting to the laptop video input
 - connecting the laptop audio input
 - where to connect the laptop power cord
 - selecting the laptop input from the control panel



Installations
Tour & Events
Equipment Sales
Service

Serb Systems Inc. dba Pro Media UltraSound

- use volume control on control panel
- participant questions
- Displaying the resident computer image
 - turn the computer on
 - select the resident computer from the control panel
 - use the volume control on the control panel
 - participant questions
- Using the document camera
 - turning the document camera on
 - selecting computer on the control panel
 - using the document camera controls
 - turning the document off
 - participant questions
- Using the PTZ camera
 - PTZ camera power on/off
 - select camera at touchpanel
 - selecting the correct PTZ preset
 - using the onscreen confidence monitor
 - participant questions
- End of introduction/demonstration
- The remaining time will be allotted to users configuring the system themselves, while Pro Media assists.



Installations
Tour & Events
Equipment Sales
Service

Serb Systems Inc. dba Pro Media UltraSound

Level 3 System Training

Attendees: All faculty and staff who will be using level 3 systems

Period of time: 2 hours

Agenda:

- Introduction of basic system components including: Equipment rack, desk, IWB, document camera, Presentation projector and screen, confidence monitor screens, PTZ cameras and ALS system.
- Demonstration of how to unlock and turn the system on.
- Introduction to equipment in rack and desk including the touch panel, DVD/VHS player, wireless microphone receiver and microphone, laptop input, MP3 input, resident computer, audio amplifiers, codec, video switcher, and ALS system.
- Introduction to sources including:
 - Resident computer
 - Laptop input
 - MP3 player
 - DVD/VHS
 - document camera
 - participant questions
- Using the wireless microphone:
 - introduction to lavalier wireless microphone and transmitter – how and where to clip it
 - turning the transmitter on
 - turning the transmitter off
 - participant questions
- Demonstration touch panel layout including:
 - Powering the projectors on/off
 - deploying the motorized screens
 - selecting a source on the presentation projector
 - selecting a source on the interactive whiteboard.
 - selecting a source to the confidence monitors
 - selecting a PTZ camera (D200 only)
 - Video conferencing system
 - using the audio controls
 - DVD/VHS transport controls
 - PTZ presets and display
 - participant questions



Installations
Tour & Events
Equipment Sales
Service

Serb Systems Inc. dba Pro Media UltraSound

- Introduction to the interactive whiteboard (if required), including:
 - basic components including pen, dongle, board, projector, and ENO mini
 - loading the polyvision driver onto your laptop.
 - matching the pen to the board.
 - control strip on board.
 - ENO mini
 - participant questions

- Interactive whiteboard demonstration (if required), including:
 - draw mode
 - computer control mode
 - selecting pen styles and colors
 - erasing
 - using the onscreen keyboard
 - navigation through screens
 - saving screenshots to resident computer (requires configuration of resident computer by Laney staff prior to training)
 - using it as a dry erase board
 - participant questions

- Presentation projector and screen demonstration including:
 - operating the motorized screen
 - turning projector on
 - select source
 - displaying an image onto the screen
 - turning the projector off
 - participant questions

- Playing a DVD or VHS tape
 - loading a DVD
 - loading a VHS
 - selecting DVD or VHS from the control panel
 - using the menu controls
 - using the transport controls
 - closed captioning
 - participant questions

- Using the ALS system:
 - introduction to ALS receiver and headset
 - turning receiver on
 - turning the receiver off
 - participant questions



Installations
Tour & Events
Equipment Sales
Service

Serb Systems Inc. dba Pro Media UltraSound

- Displaying a laptop image
 - connecting to the laptop video input
 - connecting the laptop audio input
 - where to connect the laptop power cord
 - selecting the laptop input from the control panel
 - use volume control on control panel
 - participant questions
- Displaying the resident computer image
 - turn the computer on
 - select the resident computer from the control panel
 - use the volume control on the control panel
 - participant questions
- Using the document camera
 - turning the document camera on
 - selecting computer on the control panel
 - using the document camera controls
 - turning the document off
 - participant questions
- Using the videoconferencing system
 - PTZ camera power on/off
 - select camera at touchpanel (D200 only)
 - using up the handheld audience microphone
 - selecting the correct PTZ preset
 - using the onscreen confidence monitor
 - configure side displays for outgoing and incoming images
 - introduction to cenic
 - making a call – dialing
 - ending a call
 - participant questions
- End of introduction/demonstration
- The remaining time will be allotted to users configuring the system themselves, while Pro Media assists.