



Installations
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Serb Systems Inc. dba Pro Media UltraSound

Subject: Laney College Level 1 System Training Agenda

Training Dates:

Level 1 Systems Session 1 – August 10th, 2011. Includes basic operation and maintenance

Level 1 Systems Session 2 – August 19th, 2011. Includes basic operation

Level 1 System Training Session 1

Attendees: AV and IT staff from Laney College

Agenda:

- Introduction of basic system components including: Equipment rack, desk, IWB, document camera, Presentation projector and screen, 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.
- 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 control panel layout including:
 - selecting a source on the presentation projector
 - selecting a source on the interactive whiteboard.
 - volume control
 - DVD/VHS transport controls
 - participant questions
- Introduction to the interactive whiteboard, 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



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- Interactive whiteboard demonstration, 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
 - use volume control on control panel
 - participant questions



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- 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

- Review troubleshooting document that will be provided with every system.

- Maintenance (only for AV and IT staff):
 - Accessing the Panasonic projector through the Hard Steal cage
 - Changing Panasonic bulb
 - Unlocking the IWB projector
 - Changing IWB projector bulb
 - Unlocking the document camera
 - Removing side panel of equipment rack
 - Dusting equipment every 3 months
 - Changes to the system: what to do, what not to do.

- Troubleshooting guide (if basic troubleshooting guide on rack doesn't work):
 - review troubleshooting guide spreadsheet.

- End of introduction/demonstration

- The remaining time will be allotted to users configuring the system themselves, while Pro Media assists.



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Level 1 System Training Session 2

Attendees: End users from Laney College

Agenda:

- Introduction of basic system components including: Equipment rack, desk, IWB, document camera, Presentation projector and screen, 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.
- 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 control panel layout including:
 - selecting a source on the presentation projector
 - selecting a source on the interactive whiteboard.
 - volume control
 - DVD/VHS transport controls
 - participant questions
- Introduction to the interactive whiteboard, 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, including:
 - draw mode
 - computer control mode
 - selecting pen styles and colors
 - erasing



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- 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
 - 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



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- 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
- Review troubleshooting document that will be provided with every system. The document will be for the end user to use should they have a problem using the equipment. It will include a step by step troubleshooting guide.
- End of introduction/demonstration
- The remaining time will be allotted to users configuring the system themselves, while Pro Media assists.



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