

# Quick Start Guide for Preparing a Room for an ATM Session

## Before the session begins:

1. If the touch screen is black with red, green and blue bars across it and it says "No Video Input" then it is likely on energy save mode. Simply touch the screen to activate it. If the screen is completely black or doesn't respond to touch, check to make sure that the actual monitor power button is switched on.
2. Turn on the instructor TV monitor.
3. Turn on the equipment that will display the sites in the session.
  - a. If the room uses four student TV monitors, press the power button on each.
  - b. If the room uses an LCD projector, choose "LCD Projector" from the sources at the top of the screen. Touch the "toggle power" button once. It should start to blink red, which means that the projector has been switched on and is warming up. You will not be able to turn it off while it blinks.
4. Turn on the document camera (if needed).
5. Attach your laptop to the scan converter (if needed).
6. Locate the tracking device/lavallière microphone (if desired).

## After the session begins:

1. Adjust the room volume at your site and at other sites. The volume levels should be at about 150.
2. Set presets for both your instructor camera and the student camera.

To do this, choose the camera you want to set a preset for (e.g. instructor camera), move it/zoom it to get the shot that you like, and then touch the "Set" button followed by the preset number (1 through 6). Repeat the process making a second, third etc. preset as needed.

When done setting presets, move your instructor camera to a position where it shows you.
3. For each receiving site, touch the site button in the sites window and move their camera to a place that you are satisfied with. If desired, set camera presets for their instructor and student cameras.
4. Verify that sites are correctly loaded for the conference by making sure they appear in the quad on the instructor monitor, and also by looking at the sites window on the touch screen.
5. Turn on the receiving sites' equipment.
  - a. If a receiving site uses television monitors, have the participants at that site turn the TVs on.
  - b. If a receiving site uses an LCD projector, select that particular site from the sites window, and then choose "LCD Projector" from the sources across the top of the screen. Touch the "toggle power" button once. It should start to blink red, which means that it is warming up. While it blinks you will not be able to turn it off. Give it about 20 seconds and then check to make sure that the LCD projector at the remote site has in fact come on, either by asking participants at that site if it is on or by selecting the instructor camera there and moving it to give you a view of their LCD screen.
6. If you have any problems during the session, call the help desk by touching the one-touch dial "MSLN Helpdesk" on the black IP phone.

## Closing down the room:

1. Turn off the instructor TV monitor.
2. Turn off the equipment that displayed the sites in the session.
  - a. In rooms using four student monitors, have a participant turn them off.
  - b. If you used the LCD projector at a site, use the room controls to turn it off before the session ends. Choose the site whose LCD projector you wish to turn off from the sites window, and then choose "LCD Projector" from sources. Touch the toggle power button once, and again within 5 seconds. Ask participants at that site if the screen has gone off, or use the instructor camera to check.
3. If used, turn off the document camera and scan converter, and return the tracking device/lavallière microphone to its storage location.