

Quick Tips for the DL Navigator

- **How to Turn On & Off ITV Equipment**
 1. Equipment will turn on automatically when class begins
 2. If it doesn't, click on "Begin Session" and "Enter"
 3. Room will automatically power down 10 minutes after session ends unless another session is launched or screen is touched.

- **How to Select Program Sources/all sources work the same way**
 1. Click on "Instructor" button—it will turn yellow & you will see image in the preview monitor
 2. Click on "Instructor" button again—it will turn red & students will see your selection.

- **How to Record**
 1. Select "VCR/DVD" program source & click on "VCR" button
 2. If you are the originator, you will record yourself.
 3. If you are a receive site, you will record the instructor.
 4. If you want to record a different site, click on "Change Record Source" & select a site to be recorded (RX1, RX2, or RX3)
 5. Click on "Record" & Go Back to "Student or Instructor" Camera

- **How to Set an Instructor Preset**
 1. Click on "Instructor"
 2. Move camera to the desired position
 3. Click on "More Presets" "Store", and the preset number

- **How to Move Cameras at Receive Sites**
 1. Click on name of site to control. If it was not located under your local site button, click on it again.
 2. To regain control at originating site, click on your local site name

- **How to Adjust Audio Levels**
 1. Click on "Audio Settings" under Local Device Control
 2. "Sys Vol" adjusts volume in local room only
 3. "VCR Vol" adjusts volume on DVD/VCR/CDs in local room & outgoing audio to sites
 4. "Mute/UnMute System" will adjust incoming & outgoing audio to other sites