

Media Retrieval Instructions

1. Any program to be displayed in a specific classroom or area must be loaded and the video player powered up prior to viewing.
2. Review with the librarian what specific telephone extension and television channel will be assigned to your specific area.
3. At the appropriate time, you must tune your television set to the assigned channel and dial the assigned telephone extension (70 + channel number) to control the programming operation.
4. Once the proper telephone extension is dialed, you will hear a series of beeps over your telephone handset. This is an acknowledgment that you have accessed the program controller.
5. All program functions for the VCR and Laser Disk are listed on a template on your classroom telephone. DVD players respond to VCR program functions. (Note: The function buttons must be pressed exactly as listed to work properly.)
6. The telephone may be left "Off Hook" to provide for constant and instantaneous control, or you may press "8" to disconnect your telephone from the controller. This will allow the last command entered to continue until the program extension is redialed and access to the controller is reestablished.
7. It is imperative that you disconnect and relinquish control from your telephone when you are finished. (Note: If the telephone is hung up without dialing "8" to disconnect, you may not reaccess the control functions until the media operator manually resets the controller.)