

Tandberg ICM Directions For The College of New Jersey

Turning the System On:

1. First, turn the system on by pushing the switch on the Master Audio Panel, located on the left side of the teacher's console. The Green light will flash a few times, then remain steady. (Please do not think it is not turning on; if you flip the switch several times on and off, you may pop the fuse in the console, and it's a pain to get to.)
2. Next, turn on the Teacher's computer located in the middle left door of the console. Push the button in the middle of the computer.
3. Turn on the Monitor.
4. Once the computer has booted up, you have logged in and you have the Windows main menu screen, click on the Tandberg ICM icon. This brings up the layout of the room and starts the Tandberg Prisma program.
5. Next, turn on the student computers. After the students have logged in, have them click on the Divace icon. This brings up the Tandberg Divace Audio and Video Player. (You may also start the program from the Teacher's screen, by pressing "Manual". More about this later.)

Playing a program source for students to listen to (No Recording)

1. From the Program Source menu, select a program source (cassette 1, cassette 2, CD player, etc.). If the source has the ability to be remotely controlled through the ICM, the controls for the source will appear.
2. Insert the program material into the chosen source. (Tape, CD, etc.)
3. Press the "Manual" button. This sends the audio signal out to the students through their headsets. The student's Divace's will "gray out", and remain under teacher control. They can only adjust volume and set bookmarks when under teacher control.
4. Press the "Play" button on the controls. This starts the program playing.
5. When the program is over, un-click the "Manual" button.

Transferring an analog program source for students to Record (Recording at the student position)

1. From the program source menu, select a program source. (Cassette 1, cassette 2, CD player, etc.) If the source has the ability to be remotely controlled through the ICM, the controls for the source will appear.
2. Insert the program material in the selected source. (Tape, CD, etc.)
3. Press the "Transfer" button. This sends the audio signal out to the students through their headsets, and records digitally on their computers. The program source will automatically start to play. The student Divace's will "gray out", and remain under teacher control.
4. After the program has been transferred, un-click the "Transfer" button. This gives the Divace controls back to the student. Now the student can go back over the material and listen to it again.
5. When done, go to "Group Control" click on the "File" icon, and decide if you want the students to save their work.

Transferring a Digital audio or video file to the students

1. From the Program Source menu, select either Media File or Media Warehouse. (Media Warehouse is usually the Server that holds all the digitized material.)
2. Next, open the file folder icon in the control panel. This opens the location where media files may be kept. If not, use the “look in” feature to find the server on the network, or where the file is located on the local computer. Choose the desired file.
3. The name of the file will appear between the Program source title and control panel.
4. You may now play the file out to the students, or transfer out to the students in real time. Or, you may digitally transfer the file. To do this, click on “Digital transfer”. The file is now immediately transferred to the student computers. No waiting! The students can now work with the selected file.
5. When done, go to “Group Control” click on the “File” icon, and decide if you want the students to save their work.

To Play a Video Tape out to the Students

1. First, place a video tape into the VCR.
2. From the Program Source menu, select the Multistandard VCR as the source.
3. Press the Manual button. (The students will now hear the audio from the tape.)
4. Press the Play button (or use the remote control to start the tape).
5. Minimize the Tandberg ICM.
6. Next, click on the WINTV icon on the monitor.
7. Maximize the WinTV to full Screen..
8. Push the F1 key on the Classnet Control panel.
9. When finished, press “From” on the Classnet control panel, close the WinTV, maximize the ICM, stop the tape by pressing the “Stop” Button on the ICM, (or use the remote) and un-click the manual button.

To Show a Slide or Object on the Canon Visualizer

1. First, take the cover off the Visualizer, and unfold the lights and bring up the lens arm. (REMEMBER THE LENS CAP!!)
2. Turn power on the Visualizer. (The switch is on the left side.)
3. Minimize the ICM on the screen.
4. Next, click on the WINTV icon on the monitor.
5. Push the Input button the VCR’s remote control. (Be sure to point the remote at the VCR)
6. Maximize the WinTV to full Screen.
7. Focus on slide or item on Visualizer.
8. Push the F1 key on the Classnet Control panel.
9. When finished, press “From” on the Classnet control panel, close the WinTV, and maximize the ICM.

Monitoring a Student

1. Select the student you want to monitor (listen to).
2. Click on the student position. You will hear the student and what he is listening to. (He **CANNOT** hear you.)
3. The right side of your teacher’s screen will now indicate the student number you are monitoring, and other information about the student (Group, volume levels, minutes and seconds into the lesson, etc.).
4. Adjust the volume to your teacher’s headset by the dial on the Master Audio Panel (the far right knob).
5. If you want to monitor without the headset, click on the “Class Speaker” icon on the upper left part of the screen. Adjust the volume from the speaker by the dial on the left side of the Master Audio Panel.

Intercomming with a student

1. Select the student you want to monitor (listen to).
2. Click on the student position. You will hear the student and what he is listening to. (He **CANNOT** hear you.)
3. The right side of your teacher's screen will now indicate the student number you are monitoring, and other information about the student (Group, volume levels, minutes and seconds into the lesson, etc.).
4. Either click a 2nd time on the student position, or click on the "Intercom" button. You are now having a private conversation with that student. Only he can hear you.
5. To cancel, either click on another student, or click anywhere else on the desktop.

Automonitor

1. After selecting a student to monitor, press the "Automonitor" button. This now moves from student to student for a pre-selected period of time. This can be changed by pressing the up or down arrow. You can also go back, forward or pause to listen to the student a little longer.
2. Adjust the volume to your headset by the dial on the Master Audio Panel.
3. If you want to monitor without headphones, click on the Class Speaker icon on the upper left part of the screen. Adjust the volume from the speaker by the dial on the left of the Master Audio Panel.

Grouping (Placing students in different groups)

1. Click on the "Grouping" icon (next to the Group letters).
2. Choose the group you would like to place students into by clicking on the letter button (A, B, C, D, or L).
3. Next, click on the student position you want to place into the new group. When you click on the student icon, it will change color, indicating the move into a new group.

Group Call

1. To talk to all the students in a group (you talk, they listen), click on the "Group Call" icon (the Headphones) next to the Group indicator bar on the upper right of the screen.'
2. To end the group call, un-click the button.

All Call

1. To talk to all the students (regardless of what group they are in), click on the "All Call" icon (the headphones picture in the upper left of the screen. (You talk, they listen.)
2. To end the All Call, un-click the button.

Group Conference (allowing students to talk to one another)

1. Place students into different groups. (See Grouping)
2. Click on the "Group Conference" button. (The picture of 4 people)
3. Select the group or groups you want to talk together. We recommend no more than 6-7 students per group in conference. (Click A, B, C, or D.)
4. Now students can all talk together as a group. They do not have to be geographically near each other.
5. To monitor the group (listen in to the group), click on one student in that group. You are now listening to all the students in that group.
6. To join the group (intercom), click a 2nd time on the student being monitored. You have now joined in the conversation with that group.
7. To cancel Group Conference, repeat step 2 and un-select the group or groups.

Pairing

1. Place students into groups, if desired. See Grouping.
2. Click on the "Pairing" icon. (The picture of 2 people)
3. First, decide if you want pairs of 2, 3, or 4 students. Click the desired choice.
4. Select the group or groups you want to allow pairing.
5. Next, choose a pairing type (Select, Fixed, or Random)
 - a. Select: Teacher selects the students in the pair.
 - b. Fixed: Just like sounds: 1 and 2, 3 and 4, and so on.
 - c. Random: Computer selects the pair. (Probably the most popular type.) Every time you click on the "Random" button, the computer selects a different pair.
6. Each student pair is indicated in the student icon. You will see a 2nd student number (or more) indicating the student he is paired with.
7. To cancel a pairing, click on Cancel All.
8. To cancel Pairing, click Cancel, and un-select the Pairing icon.

Phone Conversation

1. Place students into groups, if desired. See Grouping.
2. Click on the "Phone Conversation" icon. (The Telephone)
3. Choose the group or groups you want to allow phone conversation by clicking the Group Button. A handset icon will appear on the student position.
4. The students may now call each other for a practice phone conversation. The student uses his Divace Bookmarks as the dial to "call" another student. For example, Student 2 wants to call Student 29. Student 2 clicks on 2, then 9 on the bookmark line on his Divace. If he is the first to call, it goes through. If someone else got there first, his display shows "busy" and he has to try another number.
5. When the call is over, click "Clear Bookmark". This "hangs up" the call.
6. To cancel Phone Conversation, un-select the Phone Conversation icon.

Divace/File Launch

1. If the students have not opened the Divace program on their computer, click on the C in the circle at the top of the ICM. This "launches" the student Divace program automatically.
2. If you want to "launch" a file to the students, click on the "File" button. Then choose the file you want to send to them.

Lock/Shut Down

1. In addition to using the Classnet system to lock keyboards and mice, you can also choose to use the "Lock" feature of the ICM. Click on the "Lock" button, and choose the function you want. "Lock" darkens their screens and disables the keyboards and mice. "Lock screen only" only darkens the screen. "Lock Keyboard and Mouse only" only disables the keyboards and mice, leaving the screen on. You can even type a message that displays on the screens. For example, you might send a screen message saying "The class will be over in 5 minutes".
2. Shut down allows you to shut down their computers for them. You can restart the computers so the next class has a fresh start, or just log them off. You can even allow them to save their work.