

How to Record your Lecture in the Event of ITV System Failure

The following instructions should be used to record your lecture if one or more interactive television (ITV) classrooms are having difficulty receiving your presentation via the ITV system. In lieu of, or in addition to this back-up plan, you may opt to post missed classroom material on your website or WebCT. These instructions may also be used if you would like to record your lecture for posterity. A posterity recording will require that you provide your own VHS tape. The tape provided in each ITV classroom is for emergency use only.

STEP 1: Press the VCR icon on the left side of the Tandberg Educator 2 panel's screen. (Lewisburg: skip to STEP 3).

STEP 2: On the right side of the Tandberg Educator 2 panel's screen, press "Outgoing."

STEP 3: Turn on the VHS machine and place the VHS tape in the machine. Each ITV classroom has a video tape labeled "Emergency Tape."

STEP 4: Check to see that the channel display on the VHS machine displays L-1, AUX, AUX 1, or VIDEO. The nomenclature of the display differs from manufacturer to manufacturer.

STEP 5: Set the record speed on the VHS machine to SLP or EP by pressing the speed button on the remote or the machine.

STEP 6: Press the PLAY and RECORD buttons simultaneously on the VHS machine. Note: some VHS machines will go into the record mode by pressing only the record button.

STEP 7: Resume your lecture. You may press any camera icon, the PC icon, or the Document Camera icon on the Tandberg Educator 2 panel's screen. Lewisburg ITV instructors may press any camera button or device button on the Tandberg 880 remote control.

Because the VHS machine is being used to record your lecture, you will not be able to play a VHS tape during this recording procedure. The exception is those sites that have a machine for playback and a machine for record.