# Kirkwood Classroom Checklist

Date: ____________________ Time: ________ AM  PM
City: ____________________ Site Location: ____________________
Technician: ____________________

**DL-NAVIGATOR:**

1. Room Powers Up – Standalone
2. On-Line Session Test Performed – Originate
3. On-Line Session Test Performed – Remote
4. Room Powers on at Session Launch
5. Originate Room Preset configures correctly
6. Remote Room Preset configures correctly
7. Far-End Control working
8. DL-Navigator setup for Program/Preview (2 button mode)
9. Echo Canceller form setup with TX/RX mute functionality
10. PIP default set to “OFF”
11. Push-to-talk default set to “OFF”
12. Power-down timeout set to 10 minutes
13. Fixed Camera button available on Student Camera control form
14. Source select labeled correctly
15. Touch screen calibrated properly
16. Source select operational
   - Instructor
   - Overhead
   - Student
   - VCR (verify switching of both audio and video inputs)
17. Zoom/Focus and Presets operational
   - Instructor Camera wide-shot and close-up stored and tested
   - Student Camera push-to-zoom presets stored and tested
   - Document Camera functions tested
18. Student Microphone push-to-talk working properly
19. VCR (verify switching of both audio and video inputs)
20. Drive Shield locked after completing setup

**DL-Navigator Site Name:**

**DL-Navigator IP Address:**

**Comments:**
________________________________________________________________________________

**DVD/VCR:**

1. Cabling for DVD/VCR present
2. DVD Playback working
3. VCR Playback and Record functioning properly
4. VCR Forward Search working properly
5. VCR Reverse Search working properly

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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6. VCR Fast rewind working properly
7. VCR Fast forward working properly
8. VCR Pause working

Comments:

**ROOM POWER-UP CHECK:**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Equipment in Instructor Console</td>
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<tr>
<td>2. Computer/monitor</td>
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<td>3. Monitors – Front</td>
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<td>4. Monitors – Rear</td>
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<td>5. Monitor – Instructor Console</td>
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<td>6. Correct devices on the “switched” outlets</td>
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Comments:

**INTERCONNECT:**

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<tr>
<th></th>
<th>OK</th>
<th>No</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Outgoing video, 1 volt with no hum</td>
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<td>2. Outgoing audio, with tone, 0 dBm with no hum</td>
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<tr>
<td>3. Incoming video Channel 1</td>
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<td>4. Incoming video Channel 2</td>
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<td>5. Incoming video Channel 3</td>
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<tr>
<td>6. Incoming audio Channel 1</td>
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<td>7. Incoming audio Channel 2</td>
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<tr>
<td>8. Incoming audio Channel 3</td>
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Comments:

**MONITORS:**

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<tbody>
<tr>
<td>1. Set to Video #1: Front Rear</td>
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<tr>
<td>2. Properly set-up Front Rear</td>
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</tbody>
</table>

Comments:
CAMERAS:

1. Instructors  
2. Document  
3. Student’s

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Student</th>
<th>Overhead</th>
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<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

4. White Balance  
5. Presets

Comments: ________________________________________________________

CLASSROOM AUDIO SYSTEM:

1. Echo Canceller  
   - Preset Echo Canceller configuration loaded  
   - Echo Canceller trained specifically for classroom  
   - Site specific configuration stored on Register #1 and floppy disk  
   - Telephone dialer works properly

2. Instructor’s Microphone  
   - Muting  
   - Level OK

3. Student Microphones  
   - Muting  
   - Level OK

4. Auxiliary Inputs  
   - Muting  
   - Level OK

5. Wireless Mic  
   - Muting  
   - Level OK

Comments: ________________________________________________________