

Some Helpful Media Retrieval Directions

Scheduling An Event

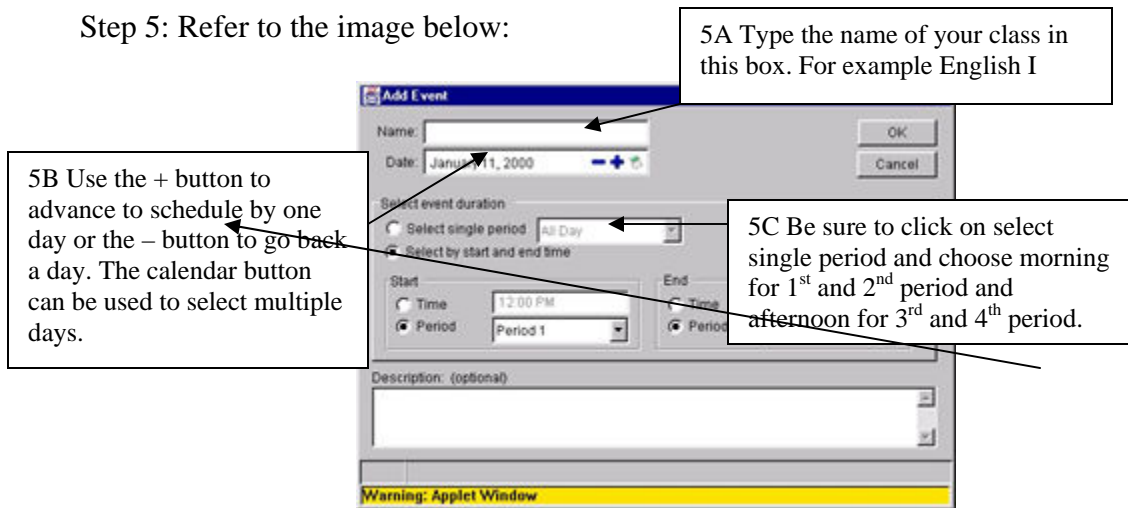
Step 1: Double Click on Internet Explorer and open up the Ashley Home Page.

Step 2: Click on favorites and click on the TekNet link.

Step 3: Click the middle red button for scheduling.

Step 4: Click on the icon labeled ADD AN EVENT

Step 5: Refer to the image below:

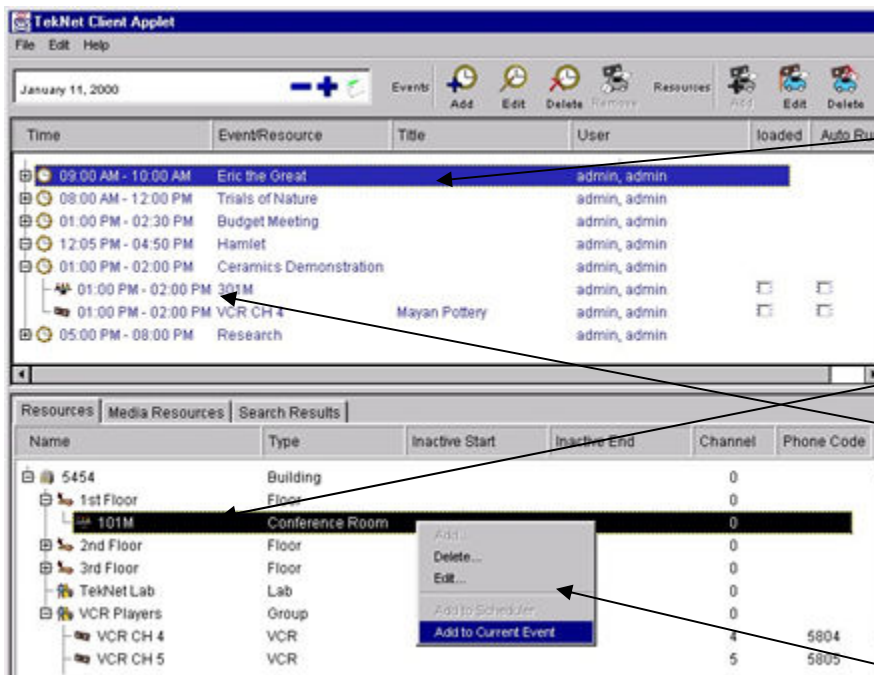


Step 6: Fill in your name of the class and select the appropriate day and the appropriate period morning or afternoon. ****** Remember if you want to show the same video for all three periods you must schedule for a morning session and an afternoon session.**

Step 7: Click OK : You should see you class name the schedule time and your name.

SELECTING A MEDIA DEVICE AND ADDING TO THE SCHEDULED TIME

Step 8: Click on the next available VCR or DVD and select it. ****BE SURE THAT THE SCHEDULE IN THE TOP OF SCREEN IS SELECTED AND THE AVAILABLE VCR IS SELECTED.** (you select a VCR by clicking on it)



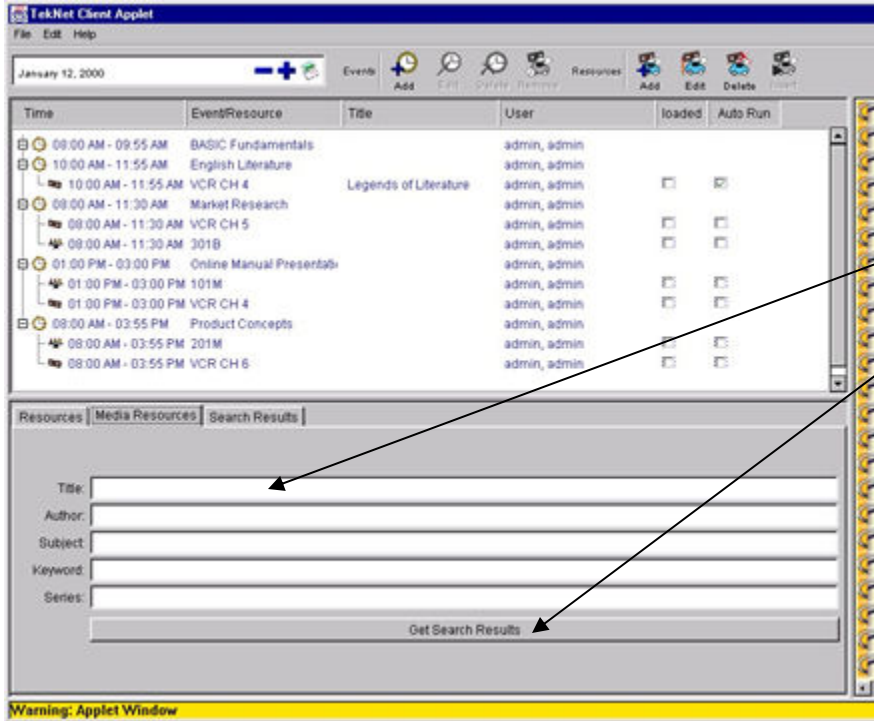
8A Make Sure that the schedule is highlighted. You highlight by clicking on the schedule

8B Make sure that the VCR is highlight and is available. To determine if one is available, double click on the schedule of other users in the list in the top part of the screen. Each schedule user will have a VCR attached to the schedule.

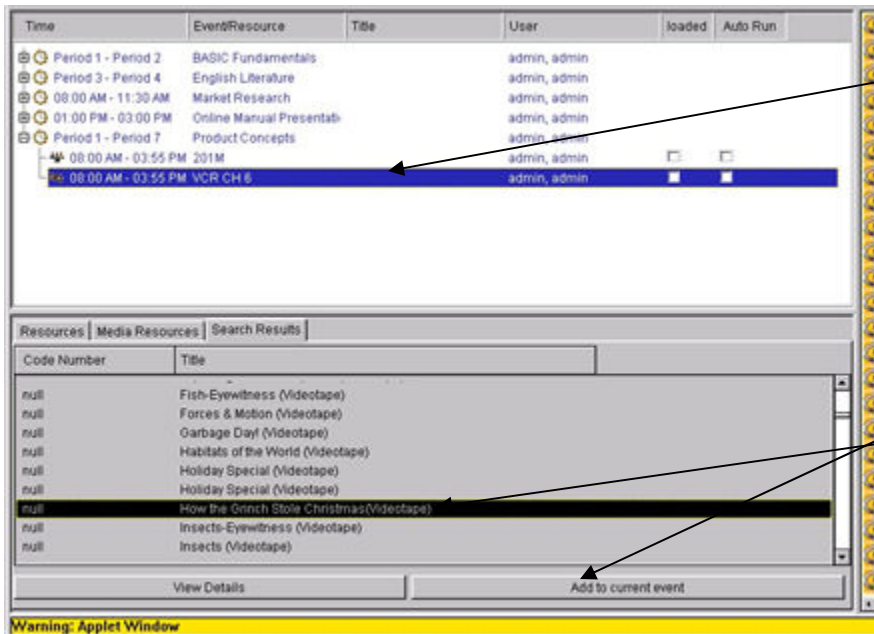
8C Place the mouse pointer beside the desired VCR / DVD and **right click** on the mouse. In the screen that follows, left click on the command "Add to Current Event".

Step 9: After you have selected "Add to Current Event" the VCR that you select should appear underneath the scheduled time located on the top part of the TekNet Client Applet Screen.

Step 10: Click the Media Resources Tab located at the bottom of the Teknet Client Applet Screen. After you click on this tab the screen will look similar to the picture below:



10A Type in the title of your video and click on the “Get Search Results”



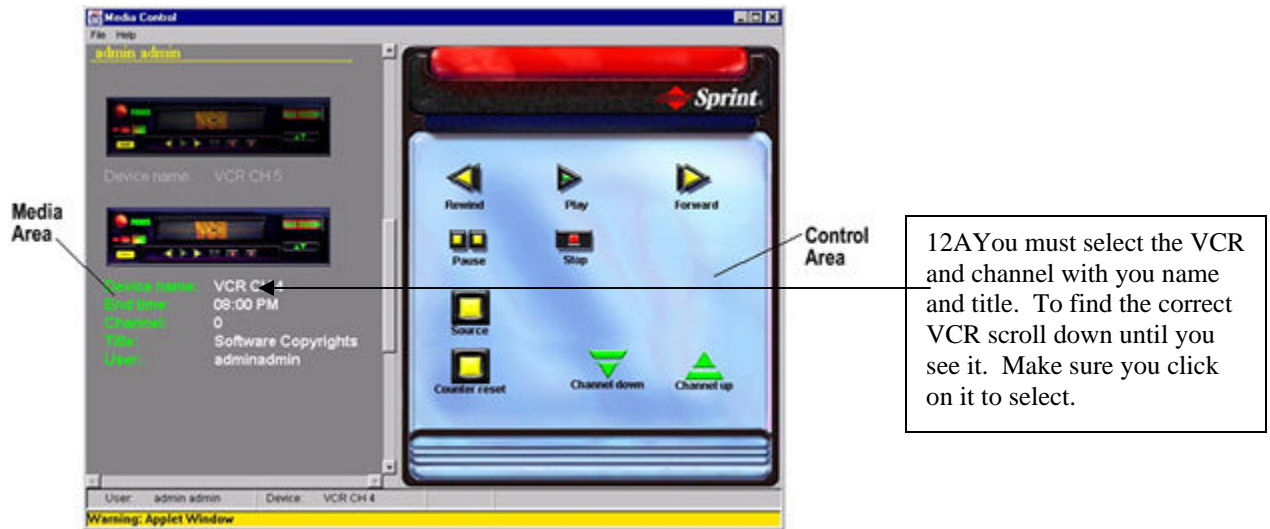
10B Make sure you have the VCR and channel highlighted before you select a title.

10C Click on the title and click on the “Add to Current Event”

Step 10: Close the screen by clicking the “x” in the upper right hand corner.

Step 11: The system will take you back to the screen with three orange/red buttons. Click on the button on the right that is labeled “Multimedia Control Software”.

Step 12: The Log in the next screen that appears should look similar to the screen below.



*** Remember that if you log on before you scheduled time you will get a waiting message. Don't let the message upset you, it simply means that you can not activate the media control until the assigned time and date scheduled.

*** Remember to keep this screen open on your computer so you can use your remote. Also if you use your remote if your remote does not work press the VCR button on the remote and then press the play and it should work.

***Remember to change the monitor channel to the appropriate channel.

That's all there is to it. !

I'm sorry for not sending this sooner, but I was just recently made aware that teachers were finding the training directions confusing. I hope this simplifies things and makes it easier.

Please call me if you have any trouble and I help you the best way I can.