

THANK YOU FOR PRINTING ALL INFORMATION SO THAT IT IS READABLE. IT HELPS US A LOT!

Site ID (IP.nnn.A): _____ Installation Date: _____

Site Name: _____

City: _____

State: _____

Technician's Name: _____

Dish Manufacture and Size: _____ Prodelin 1.2M Other (Specify): _____

Mount Type _____ NPR Other (Specify): _____

IF Cable Footage (total): _____

Conduit (if applicable - length / type / description) _____

IRD S/N: _____ IRD U/A: _____

Signal Strength: _____ / Signal Quality: _____

Cart Location 1 (room): _____ Cart Location 2 (room): _____

DVR Serial # _____ LCD Serial # _____

AT Products Serial # _____

What is the estimated number of hours the tech spent completing the site installation? (include training and acceptance testing): _____

How many hours of the Site POC's time that was required during the installation? (include training and acceptance testing): _____

SITE POC ACCEPTANCE / EXCEPTION CERTIFICATION

I certify that I completed the acceptance testing and the tech reviewed each item on the checklist individually with me. At the completion of the acceptance testing (initial one):

_____ All items were installed 100% correctly and all equipment is operating 100% correctly.

_____ There were some items that were not installed correctly or equipment that is not operating correctly.

(Site POC Printed Name)

(Date)

(Site POC Signature)

Site POC: FAX Copy of Completed Checklist To (505)563-5419. No Cover Sheet Required.

Section 1		Prior to Tech Arriving on Site (Site Point of Contact to Complete)	
Item No.	Description	Site POC Initials	Tech Initials
1A	What is the name and phone number for the tech that called you to coordinate the installation date?		N/A
1B	What date/time is the installation scheduled?		N/A
1C	Did the tech call you a minimum of 72 hours prior to the desired installation date?		N/A
1D	Did you confirm to the tech when he/she called that you would coordinate to ensure all other staff needed would be available on the installation date so that the tech will have access to areas needed for installation?		N/A
1E	Did you confirm to the tech that the ELKNet wall plate is installed and that it had been tested to ensure that the analog line is working and an outbound call could be placed?		N/A
1F	Other than the ELKNet wall plate, were there any other items identified during the site survey that the site was responsible for completing prior to installation (e.g. point of entry, electrical work, landlord approval, etc.)? If so, what were the items? Did you confirm to the tech that all items above were completed?		N/A
1G	Did the tech provide you with an estimated time of day on the installation date that he/she will need to have you available to conduct acceptance testing and training? (Ensure you plan 2-3 hours for this.)		N/A
1H	Did you confirm to the tech that you would be available during the above time for acceptance testing and training?		N/A
1I	Did you confirm that the cart had been received, no parts have been removed and you will have access to get it on the installation date?		N/A
1J	Did you email ELKNet project manager (rick_gividen@nbc.gov) with the scheduled installation date?		N/A
1K	Did you print out a copy of this acceptance checklist to have available on the installation date to complete with the tech?		N/A

Section 2		Satellite Dish Installation	
Item No.	Description	Site POC Initials	Tech Initials
2A	What are the weather conditions on the day of installation? (Circle one) Sunny / Partly Cloudy / Dense Clouds / Stormy		
	Non-Penetrating Roof (NPR) Mount		
2B	How many 8X8X16 concrete blocks are installed in the metal tray _____		
2C	Is the mount placed over a main support member such as an interior column, beam or load bearing wall?		
2D	Is there is a protective rubber pad placed between the metal ballast tray and the roof and does the placement of the pad cover the entire area beneath the tray to ensure there is no direct contact between the tray and the roof surface?		
	Alternate Dish Mounts (for mounts other than NPR)		
2E	<i>Ground Pole Mount:</i> Is the pole secured in concrete in the ground?		
2F	<i>Wall Mount:</i> Is the pole support structure securely fastened to the building?		
	All Mounts:		
2G	Are the feed horn supports securely fastened to the dish (no wiggle)?		
2H	Is the dish securely fastened to the metal pole (pole doesn't wiggle)?		
2I	Is the coax cable securely fastened to the feed horn?		
2J	Is the point of entry (POE) where the coax cable enters the building appropriately weatherproofed?		

Section 3		Display Cart Equipment Placement and Wiring (See Photos)	
Item No.	Description	Site POC Initials	Tech Initials
3A	Is the top shelf installed so that the surface of the shelf is 21 ¼ " up from the bottom shelf of the cart?		
3B	Is the Harvard Elite push to talk (PTT) system located on top shelf, left side with less than 1" from the left side of the shelf?		
3C	Is one PTT microphone located on the top shelf, right side, with no cables attached?		
3D	Is the middle shelf installed so that the surface of the shelf is 12" up from the bottom shelf of the cart?		
3E	Is the Philips DVD player/recorder located on middle shelf centered and 5" back from front of rack mounting rails?		
3F	Is the remote control for the DVD player/recorder velcroed to top of the DVD player/recorder so that the remote is 1" back from front of player and even with right side of player?		
3G	Is the remote control for the LCD monitor velcroed to the middle shelf so that it is located in front of DVD player, approximately 1" from the shelf front and to the right side, leaving the DVD tray completely clear for operation?		
3H	Is a clear label with the words, "TV Remote >" attached to the middle shelf and placed so that it points to the LCD monitor remote?		
3I	Is the Scientific Atlanta satellite receiver located on bottom shelf, centered and 5" back from front of rack mounting rails?		
3J	Is the remote control for the satellite receiver velcroed to top of the receiver so that remote is 2" back from front lip and centered?		
3K	Is the initial cable that will be run to the first PTT mike (See photo): 1) coming from back of shelf and wire tied to first rack rail hole below bottom of top shelf; 2) wire tied to the first rack rail hole below middle shelf; and 3) wire tied to very bottom rack rail hole.		
3L	Is the extra cable for the first PTT mike neatly bundled with a velcro wrap and placed to the left of the satellite receiver on the bottom shelf?		
3M	Is the surge protector installed on the bottom shelf behind the satellite receiver with the surge protector power cord coming out the right side (as you face the display cart rear). Are power cords from equipment neatly routed and bundled?		
3N	Are the phone and network cables bundled with a plastic sheath covering the bundle? NOTE: If wire ties are used underneath the sheath, they must NOT pinch the cable.		
3O	Is there a warning tag on the back cover (centered and approximately 6" from top) shroud explaining that removing the back cover may void the maintenance agreement?		

Section 4	Display Cart Power Up and Push to Talk (PTT) Operation		
<p>Use the ELKNet "Quick Start Guide" while you complete each item below. (Copy at back of this checklist.) DO NOT COMPLETE THE ITEMS WITHOUT A COPY OF THE QUICK START GUIDE.</p> <p>Begin with Step 1 of the Quick Start Guide and go step by step. The step numbers below refer to the step as it is numbered on the Quick Start Guide. Initial each item as it is successfully tested.</p> <p>If there are items that are unsuccessful and require the tech to troubleshoot, do not accept the item without first unplugging cart from the wall outlet again for 5-10 seconds and starting the acceptance testing for this section again from the first item and continuing in sequence.</p>			
Item No.	Description	Site POC Initials	Tech Initials
4A	Step 1. Prior to starting the tests in this section, unplug the cart's power cord from the electrical outlet. Leave it unplugged for 5-10 seconds. Plug it back in.		
4B	Step 3. Was the Scientific Atlanta satellite receiver powered on without the necessity of using the power button?		
4C	Step 4. Was L1 displayed on front of Magnavox DVD Player/DVR?		
4D	Step 5. Were the letters HDMI1 displayed at top left of LCD monitor?		
4E	Step 5. Did the on screen display (OSD) on the LCD monitor display the following two lines? "WELCOME TO ELKNET" on line 1 and "HELPDESK - 866-243-4462" on line 2 for 30-40 seconds and then disappear.		
4F	Step 5. Did the LCD monitor automatically display the home channel, CNN, WITHOUT you having to change channels or select a different source?		
4G	Step 6. When you activated the Internal Speaker and Manual Answer/Call buttons, did you hear a dial tone through the PTT internal speaker?		
4H	Step 6. FOR INSTALLATION ACCEPTANCE TESTING ONLY, DO THE FOLLOWING DURING THIS STEP: Connect a microphone to the microphone cable (See Step 9 on the Quick Start Guide). Place a call to the Convergent Help Desk. Were you able to hear the CSR through the PTT internal speaker and was the CSR able to hear you when you used the PTT microphone?		
4I	Step 7. FOR INSTALLATION ACCEPTANCE TESTING ONLY, DO THE FOLLOWING DURING THIS STEP: Set the buttons as described in Step 7 of the Quick Start Guide. After setting the buttons, deactivate the Manual Answer/Call button and leave it deactivated for the rest of the acceptance testing.		
4J	Step 8. Did you see and hear the home channel without having to adjust the volume or change the LCD monitor source? Satellite Audio Deactivate??		
4K	Step 9. No action required, already completed during Step 6.	N/A	N/A
4L	Step 10. When you pressed the "PUSH TO TALK" lever was the audio from the LCD monitor automatically muted? When you released the lever, was the audio automatically restored?		

Section 5		Digital Video Recorder (DVR) Operation	
Item No.	Description	Site POC Initials	Tech Initials
5A	Place a DVD movie (G or PG) in the DVR. Press "Play" on the DVR/VCR. You should be viewing and hearing the video on the TV monitor. Using the LCD remote demonstrate how to change the video formats (dedicated button).		
5B	Using the DVR remote, test the following functions on the DVR. Play. Stop. Fast Forward. Rewind Pause.		
5C	Follow the DVR's Quick Start Guide to perform a HDD (Hard Disk Drive) recording. Follow the directions for HDD playback. Did the tech demonstrate these recording features?		

Section 6		Satellite Dish / Receiver Signal Strength / Software Version	
Item No.	Description	Site POC Initials	Tech Initials
6A	As a general rule, the satellite receiver should provide a signal quality reading of at least 5 on a 10 point scale on a clear day. Have the technician go to the satellite receiver and show you how to use the menus to get the signal strength and signal quality readings. Record readings for the home channel (CNN) SS _____ SQ _____ Record readings on a channel other than CNN SS _____ SQ _____ (A second channel should be available at time of testing. In the rare event it is not, then the home channel (CNN) reading is sufficient.)		
6B	Did the tech show you the menu screen with the software version? What is the software version? _____		
6C	Did the tech demonstrate how to exit from the menus so that CNN is again displayed on the LCD monitor?		

Section 7		Training and Documentation	
Item No.	Description	Site POC Initials	Tech Initials
7A	Did the tech explain when it is appropriate to contact the ELKNet Help Desk and where to find the number?		
7B	Did the tech explain the importance of keeping the satellite receiver powered on 24/7?		
7C	Did the tech explain how the satellite receiver would be forced tuned prior to a training event without you having to select channels?		
7D	Was a zippered vinyl case with all equipment documentation and accompanying CDs placed on the bottom shelf of the ELKNet cart to the right of the satellite receiver?		
7E	Did the tech explain the importance of, and demonstrate how to use the ELKNet Quick Start Guide every time that you set up and power on the equipment for an event.		
7F	Did the tech demonstrate how to correctly power down all of the equipment after a training event?		
7G	Please print the Site ID number at the top right corner of each page of this checklist.		
7H	Was a copy of this completed installation acceptance checklist made so that the tech has the original and the site POC has a copy?		

SITE POC:

Before the technician leaves, FAX copy of completed checklist to (505)563-5419. No Cover Sheet Required. Please ensure that you make and keep your own copy of this checklist.

TECHNICIAN:

Follow the procedures provided by Convergent Media Systems to submit site sign off documentation. Do not take this checklist unless the site POC has a copy.

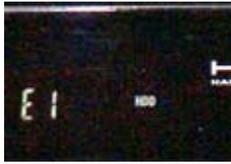


ELKNet

Enhanced Learning and Knowledge Network

Quick Start Guide

Setting Up Equipment to Participate in an Interactive Television (ITV) Workshop

1. Ensure ELKNet display cart power cord is plugged in to a power outlet.	
2. Ensure ELKNet display cart connectivity cable is properly connected to ELKNet wall plate.	
3. Ensure Scientific Atlanta satellite receiver (on bottom shelf of display cart) is powered on and indicates it is receiving the signal.	
4. Ensure the DVD player/recorder (on middle shelf) power switch is on. You should see either "E1" or "L1" displayed in the front panel display. If necessary, turn it on using the switch on the front left of the unit.	
5. Using the LCD remote control, turn the LCD monitor on. When the monitor is turning on, you can expect the following sequence: <ul style="list-style-type: none"> • Blue power light comes on (front bottom right of monitor). • Blue screen displays on monitor with letters "HDMI1" display at top left. • "Welcome to ELKNet" message with help desk phone number displays. • Signal from satellite receiver displays (may take 5-10 seconds). • "Welcome to ELKNet" message disappears (takes about 40 seconds). 	
NOTE: If testing signal reception, not participating in a training event, skip step 6. Go to step 7.	
6. Set the push to talk system (on top shelf) settings to dial the audio bridge: <ul style="list-style-type: none"> • Volume Control slide lever two thirds to the right (volume ON). • Auto Answer and Satellite Audio buttons de-activated (red light OFF). • Internal Speaker and Manual Answer/Call buttons activated (red light ON). • Using the number keypad, dial the audio bridge and enter the passcode. 	
7. Set the push to talk system settings to receive audio from satellite: <ul style="list-style-type: none"> • Volume Control slide lever completely to the left (volume OFF). • Manual Answer/Call button - DO NOT TOUCH leave activated (red light ON). • Internal Speaker button deactivated (red light OFF). • Satellite Audio button activated (red light ON). 	
8. You should see and hear either the training channel or the home channel (CNN). <ul style="list-style-type: none"> • If there is no sound, press the "+" volume button on the LCD remote control. • Using the LCD remote control, adjust the volume of LCD monitor to normal level for listening. 	
9. Uncoil the microphone cable for the push to talk system (located on the bottom shelf, front left – in front of the Scientific Atlanta satellite receiver). Plug into either microphone jack on the back of the microphone and set the microphone on a student table. If you have additional microphones, set them up by linking the microphones to each other using the provided cables.	
10. Press and hold down the "PUSH TO TALK" lever on the microphone. Pressing the lever should automatically mute the audio coming from the monitor. Releasing the lever should restore the audio.	

ELKNet Help Desk (866)243-4462



5 PTT microphones located on top shelf. Right side. No cables.

Harvard Elite located on top shelf (extra shelf). Left side with < 1" from left side of shelf.

Top screw of top shelf (extra shelf) in 5th full hole down from top.

Top screw of middle shelf (cart shelf) in 13th hole down from bottom of top shelf.

Cable bundles for PTT mikes. Initial cable from Harvard Elite routed to down here, neatly bundled with colored velcro strap.

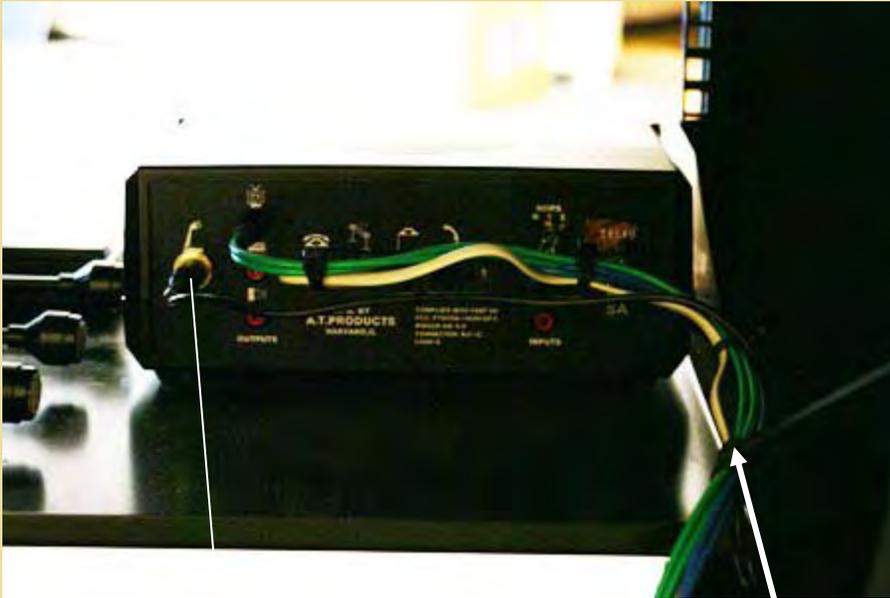
Philips DVD player/recorder located on middle shelf (shelf supplied with cart). Centered and 5" back from front of rack mounting rails. Remote control velcroed to top, so remote is 1" back from back from front lip and even with right side of player.

Remote control for LCD monitor located on middle shelf in front of DVD player. Velcroed so it is ~1" back from shelf lip and to the right side, leaving the DVD tray completely clear for operation.

S/A Receiver located on bottom shelf. Centered and 5" back from front of rack mounting rails. Remote control velcroed to top, so remote is 2" back from front lip and centered.

Label flat on middle shelf identifying and pointing to LCD monitor remote.

TV Remote ->



Top Shelf – Back View

Initial cable going to 1st PTT mike is wire tied as part of bundle. Separates out at back of shelf to be routed to the front bottom of shelf.



Front View

Initial cable going to 1st PTT mike is coming from back of shelf and is wire tied to 1st rack hole below bottom of top shelf. Wire tied also at first hole below middle shelf and bottom hole. Cable neatly bundled with color coded velcro strap.