



NETnet Room Operation Skills Certification Worksheet

This worksheet serves as a general guide for the skills needed to operate the NETnet Classrooms and earn a NETnet Room Operation certificate. Certification can be achieved two ways:

1. Participation in a NETnet Hands-on Room Operation Training session
2. Self-study of the NETnet User's Guide, which contains the information needed to complete the certification worksheet

To schedule a NETnet Hands-on Room Operation Training session or for a copy of the NETnet User's Guide, contact us at 903-877-7641 or dl@mail.netnet.org. Certificates will be mailed one week after completing the training or after demonstrating proficiency in the following categories (to the NETnet trainer or a designated campus representative).

Identify System Components

- Lectern workstation height adjustment button
- Storage drawer
- Freebeam components
- TV monitors
- Front projection screen
- Video projector
- Electronic whiteboard
- VCR
- Touch control panel
- Auxiliary input

Cameras

- Teacher Camera
- Student Camera
- Document camera

Microphones

- Presenter Microphone
- Student microphones
- Wireless microphone

Notes: _____

Demonstrate Skills

Operation Modes

- Local Presentation
- Connect as Student site
- Connect as Instructor site
- Control remote site
- End presentation
- Shut down system

Audio

- Adjust device volume level
- Adjust incoming volume level
- Push and hold student mic
- Mute classroom speaker audio

Camera Operation (Instructor mode)

- Change between teacher and student cameras
- Pan, zoom, tilt camera
- Set and display teacher camera presets
- Set auto-tracking
- Zoom in/out on document camera

Media Sources

- Switch between media sources (lectern workstation PC, presentation laptop, VCR, document camera, aux video)

Lectern workstation PC

- Power up PC
- Full screen display on monitor
- Open Freebeam
- Use whiteboard

Presentation Laptop

- Connect presentation laptop
- Switch video image display from laptop (FN/F8;FN/CRT/LCD)

VCR

- Insert and play, fast forward, rewind and pause tape
- Record using onscreen controls

Please **PRINT** your name exactly as you wish it to appear on your certificate

Name	Title	
Email		
Institution	Evaluator	Date