Apple Multimedia Learning System

Administrator's Guide

Apple Computer, Inc.

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Introduction to the Apple Multimedia Learning System

The Apple Multimedia Learning System is designed to support and foster a wide range of learning activities. For example:

- The administrator can demonstrate software by sharing his or her screen while broadcasting audio explanations to user workstations.
- A user workstation can request attention from the administrator workstation.
- The administrator can observe any workstation and offer advice in a private two-way audio conversation. If necessary, the administrator can also remotely control a workstation.
- The administrator can display a full-screen video signal on workstations to aid instruction. The video source can be either a local device such as a VCR, laserdisc player, or video camera, or a broadcast television signal from an antenna, satellite dish, or external cable TV system.
- Users can actively control local video devices from their workstations.
 Because every workstation is a multimedia workstation, users can capture video as digital data—either as still images or as QuickTime movies—and incorporate the captured video in multimedia work.

Creating multimedia—rather than just looking at multimedia—is the key to the Apple Multimedia Learning System. Users have the opportunity, with guidance from their administrator and with the appropriate software tools, to create multimedia productions that integrate text, graphics, animation, sound, and digital video. The process of constructing multimedia fosters creativity, independent thinking, teamwork, and enthusiasm; and the results express the depth and breadth of the understanding achieved.

The key components of the Apple Multimedia Learning System (MLS) include

- multimedia workstations with built-in digitizing and TV-tuning capabilities
- an Ethernet network for control of video devices, screen sharing, audio, and remote control of the TV tuners in the workstations
- a local cable TV network that can deliver a variety of channels to each workstation
- an array of local video devices (cameras, laserdisc players, VCRs), each connected to a modulator that converts its signal into a TV channel
- a control box connected to the administrator station that allows workstations to control video devices remotely
- the MLS Administrator software running on the administrator's workstation (This manual describes the function and operation of this software.)
- the Apple Video Player software running on the workstations, which allows users to switch channels, control video devices, and digitize video (The Appendix of this manual describes the operation of this software.)

This manual describes the MLS Administrator software. It assumes that your Apple representative has already set up the hardware in your lab and installed the necessary software. If that isn't the case, consult your Apple representative for assistance.

An overview of MLS Administrator features

The MLS Administrator software gives a lab administrator (usually a teacher) complete control over the video displayed on each workstation and allows the administrator to establish audio communication and distribute files and application programs to workstation users.

Video

With the MLS Administrator, the administrator can display video from a variety of sources—TV channels, a VCR, or a laserdisc player—on each workstation in the lab. The administrator can also share what's on one workstation screen with other workstation users, remotely take control of another workstation, and observe lab activity by monitoring workstation screens on his or her workstation.

Audio

The MLS Administrator allows the administrator to use his or her microphone to talk with a single workstation user, make announcements to several workstations at once, and respond to electronic requests for attention. When user workstations are equipped with headphones, announcements and conversations can be completely private.

File distribution

With the MLS Administrator, the administrator can send documents, folders, and application programs to other workstations, open applications and documents on a workstation, and quit applications on a workstation—all from the administrator's workstation.

What's in this manual

Here's what you'll find in the remaining chapters of this manual:

- Chapter 2 introduces the MLS Administrator and describes the basic features of the MLS Administrator status screen.
- Chapter 3 explains how to control the video that appears on lab workstations.
- Chapter 4 describes the audio communication features of the MLS Administrator.
- Chapter 5 provides instructions for sharing files and application programs with workstation users.
- Chapter 6 explains a variety of network administration tasks.
- The Appendix provides instructions for workstation users. You may want to photocopy this information and distribute it to your users.

An Overview of the MLS Administrator

This chapter introduces the MLS Administrator, the program that lets you control and communicate with all the workstations in your lab.

Opening the MLS Administrator

Follow these steps to open the MLS Administrator:

1 Double-click the MLS Administrator icon:



MLS Administrator

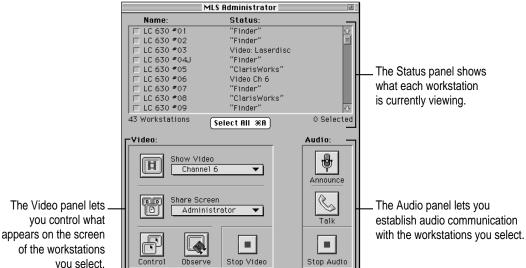
The Administrator Password screen appears:



2 Type the administrator password and click OK.

Unless your Apple representative assigned you a different password, the administrator password is XYZZY. (You can change the password at any time; for instructions, see "Changing the Administrator Password" in Chapter 6.)

You should now see the MLS Administrator status window:



The upper panel of the status window shows you what program or video source is currently being displayed on each workstation. (Error messages may

a workstation.)

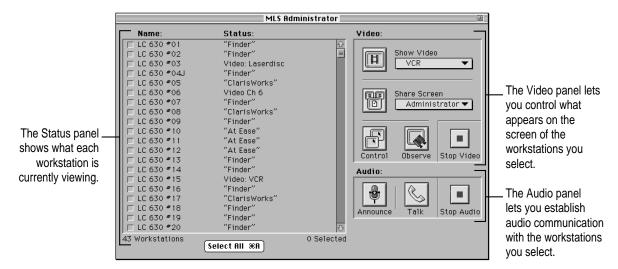
The lower-left panel of the status window lets you control what video appears on each workstation. You'll learn more about these video controls in Chapter 3.

also appear here to let you know when there's a problem communicating with

The lower-right panel of the status window lets you establish audio communication with workstations. You'll learn more about these audio controls in Chapter 4.

3 If you prefer a larger window, click the zoom box in the upper-right corner.

A new status window with a different layout appears:

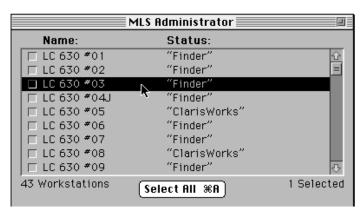


The larger window lets you view information about more workstations; the smaller window leaves room for the Video Controls window. (You'll learn about the Video Controls window in Chapter 3.)

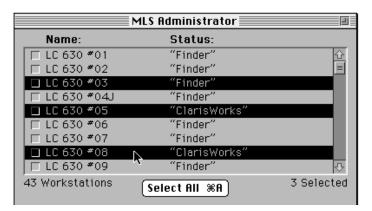
Selecting workstations

With the MLS Administrator, you can decide which workstations you want to control in which ways. Each time you want to make a change in the MLS Administrator, you must begin by selecting the workstation or workstations that the change will affect.

To select a single workstation, simply click its name in the status window:



To select multiple workstations, hold down the Shift key as you click each name:



To select all workstations at once, click the Select All button, choose Select All from the Edit menu, or press \(\mathbb{H} - A \) on the keyboard.

3

Controlling the Video Displayed on Workstations

This chapter explains how to control the video that appears on each workstation on your network.

Showing video on a workstation

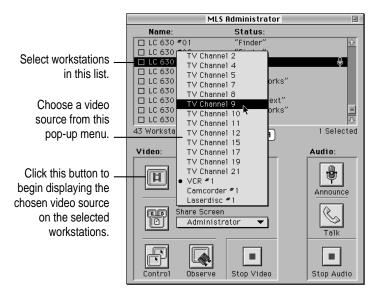
You can use the Video panel of the MLS Administrator status window to show video on a workstation.

Follow these steps:

1 Select the workstation on which you want to show video.

continues ▶

2 If necessary, choose a video source from the pop-up menu.



3 Click the Show Video button.

The video source takes control of the workstation, completely covering the screen. All open programs are still running in the background, but the workstation user cannot see or use them.

When you want to stop displaying video on the selected workstation, click the Stop Video button.

The workstation returns to whatever programs have been running in the background.

Controlling the video devices on your network

You can adjust the video output from various sources using the Video Controls window. Follow these steps:

1 Choose Show Video Controls from the Setup menu.



The Video Controls window appears:



2 Choose the device you want to control in the Device pop-up menu.



You control different types of video devices in different ways.

Controlling TV output

When you select TV from the Device pop-up menu, the Video Controls window looks like this:

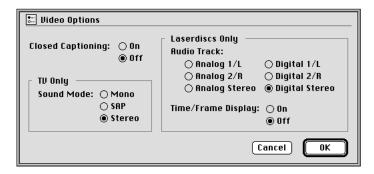


Except as noted, these controls affect all currently selected workstations that are receiving TV as the video source.

The volume slider lets you adjust the volume level on the administrator's workstation and on any currently selected workstations that are receiving video.

The pop-up Channel menu lets you select the channel displayed *only* in the Video Controls window on the administrator's workstation. (To select a channel to show to another workstation, you must use the Video panel of the MLS Administrator status window; for instructions, see "Showing Video on a Workstation" earlier in this chapter.)

Additional settings are available when you click Options:



- If you are showing a TV channel that has closed captioning, you can turn the captioning on or off with the Closed Captioning buttons.
- You can set the TV sound mode to Mono (monaural), SAP (second audio program, if one is available on the TV channel you are showing), or Stereo.

The other settings in the Video Options dialog box do not apply to TV output.

When you have finished changing settings in the Video Options dialog box, click OK to confirm your choices.

Controlling a VCR

When you select a VCR from the Device pop-up menu, the Video Controls window looks like this:



These controls affect all currently selected workstations for which the video source is a VCR.

The slider lets you adjust the volume level on the administrator's workstation and on any currently selected workstations that are receiving video.

The buttons in the window work in much the same way as the controls on a VCR:

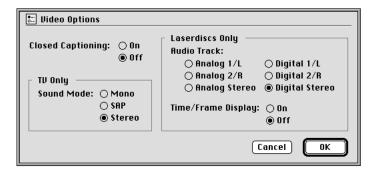
44	Rew	Rewind the videotape
	Fwd	Fast-forward the videotape
	Play	Play the videotape
11	Pause	Pause the videotape and display the current frame
	Stop	Stop the videotape
⟨III	- Step	Go back one frame
	+ Step	Go forward one frame
台	Eject	Eject the videotape from the VCR

You can use the Go To button to move to a particular point in the videotape. Clicking Go To displays the following dialog box:



To go to a particular point in the videotape, type a time in the Time box and click Go To.

An additional setting is available when you click Options:



If you are showing a videotape that has closed captioning, you can turn the captioning on or off with the Closed Captioning buttons.

The other settings in the Video Options dialog box do not apply to VCR output.

When you have finished changing settings in the Video Options dialog box, click OK to confirm your choices.

Controlling a laserdisc player

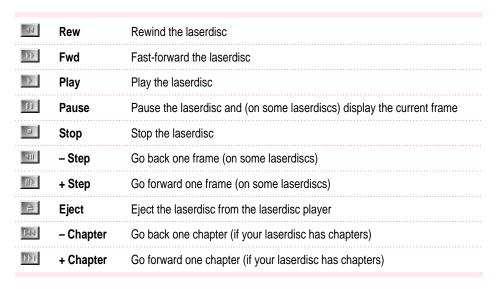
When you select a laserdisc player from the Device pop-up menu, the Video Control window looks like this:



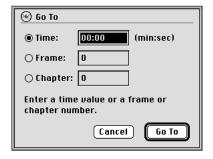
These controls affect all currently selected workstations for which the video source is a laserdisc.

The slider lets you adjust the volume level on the administrator's workstation and on any currently selected workstations that are receiving video.

The buttons in the window work in much the same way as the controls on a laserdisc player:



You can use the Go To button to move to a particular point on the laserdisc. Clicking Go To displays the following dialog box:



To go to a particular point on the laserdisc, click the appropriate button, type a time, frame number, or chapter number, and click Go To.

Additional settings are available when you click Options:



- If you are showing a laserdisc that has closed captioning, you can turn the captioning on or off with the Closed Captioning buttons.
- If you are showing a laserdisc with more than one audio track, the Audio Track buttons let you select a track. Consult the laserdisc or its packaging for information about what's on each track.
- If your laserdisc player can display the time or frame number on the screen, the Time/Frame Display buttons let you turn this display on or off.

The other settings in the Video Options dialog box do not apply to laserdisc output.

When you have finished changing settings in the Video Options dialog box, click OK to confirm your choices.

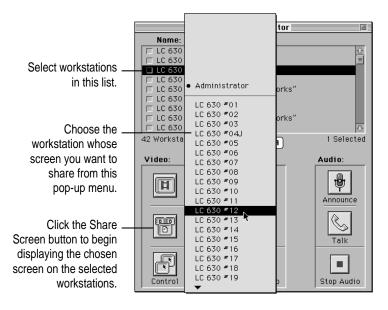
Sharing one workstation's screen with another workstation

You can share what appears on any workstation's screen with other workstations. This feature is useful, for example, when you want to demonstrate to several users the way a program works.

Sharing a screen requires memory on the destination workstation. You may need to quit applications on that workstation to make more memory available.

Follow these steps:

- 1 Select the workstations with which you want to share a screen.
- 2 Choose the workstation whose screen you want to share from the pop-up menu.



3 Click the Share Screen button.

The screen you chose in step 2 takes over the selected workstations, completely covering their screens. All open programs are still running in the background, but the workstation user cannot see or use them.

When you want to stop sharing the screen on the selected workstation or workstations, click the Stop Video button.

The workstation returns to whatever programs have been running in the background.

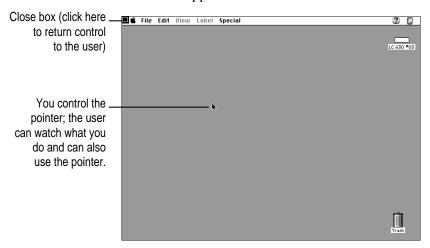
Taking control of a workstation

You can take control of a workstation, so that the pointing device and keyboard at your own workstation also control the remote workstation. This is a useful feature, for example, when a user needs assistance with something on his or her screen.

Follow these steps to take control of a workstation:

- 1 Select the workstation you want to control.
- 2 Click the Control button.

The screen of the remote workstation appears on your screen, with a close box in the upper-left corner.



3 Manipulate the remote workstation as necessary to help the user.

The user can see the effects of your manipulations and can also use his or her own pointing device and keyboard while you have control of the workstation. When you and the user both try to do something at the same time, your action takes precedence.

When you are ready to return control of the screen to the user, click the close box in the upper-left corner of the screen.

Observing workstation screens

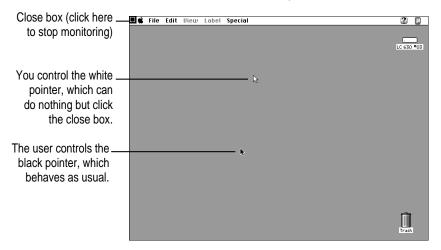
You can observe what users are doing at their workstations by monitoring their screens on the administrator's workstation screen.

Observing a single workstation

Follow these steps:

- 1 Select the workstation you want to observe.
- 2 Click the Observe button.

The screen of the remote workstation appears on your screen, with a close box in the upper-left corner and a second, white arrow pointer. (The user doesn't see the white arrow, and it has no effect on his or her workstation.)



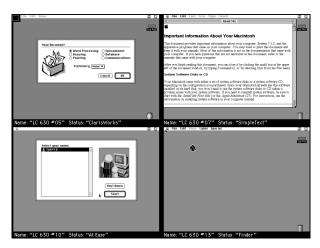
When you are finished monitoring the workstation, use the white arrow pointer to click the close box in the upper-left corner.

Observing more than one workstation

Follow these steps:

- 1 Select the workstations you want to observe.
- 2 Click the Observe button.

The screens of the remote workstations appear on your screen, each one taking up one-quarter of the screen, and a close box appears in the upper-left corner. The workstation name and the name of the active program appear beneath each workstation screen. (If a user is watching video, it appears as a black box on your screen.)



If you selected more than four workstations, your screen cycles automatically through their screens four at a time every few seconds. Pressing the right arrow (---) advances you to the next four screens. Pressing the left arrow (---) returns you to the previous four screens. Pressing the Space bar once stops the cycling; pressing it again resumes the cycling.

If you click a workstation screen, that screen fills your entire screen. If you hold down the Option or Control key while clicking a workstation screen, you take control of that screen. In either case, you can return to a multiple view by clicking the close box in the upper-left corner.

When you are finished monitoring the workstations, click the close box in the upper-left corner.

Communicating With Workstation Users

The MLS Administrator lets you establish audio communication with your users and respond to their requests for attention.

Making announcements

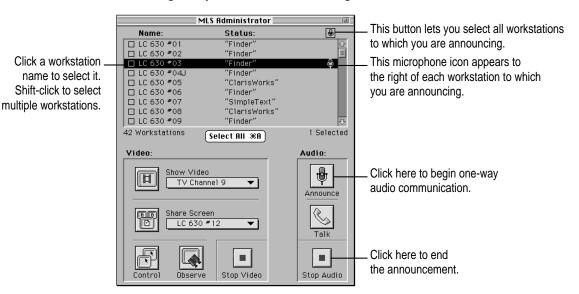
You can use your microphone to make audio announcements to workstation users. Follow these steps:

1 Select the workstations to which you want to make an announcement.

continues ▶

2 Click the Announce button.

A microphone icon appears to the right of each selected workstation name, indicating that you are now announcing to those workstations.



3 Speak into the microphone.

The users hear your announcement through headphones or through the computer's speakers.

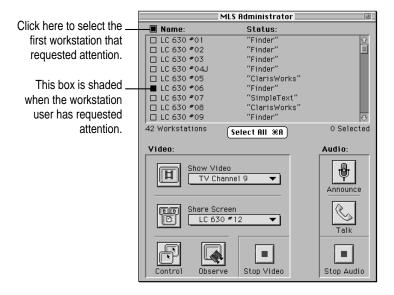
When you are ready to stop announcing to a workstation, make sure its name is selected and then click the Stop Audio button.

Your audio communication to that workstation ends, and the microphone icon disappears from the workstation name.

Tip: You can click the microphone button above the workstation list to select all the workstations. This allows you to stop announcing to all workstations at once.

Responding to requests for attention

Workstation users can request your attention by choosing a command in the Help menu or the Guide menu (the menu with a question mark). When the user makes the request, a chime sounds at the administrator's workstation, and the box to the left of the workstation name becomes shaded.



The box to the left of the first workstation that has requested attention is shaded green. The boxes of any other workstations that have requested attention are shaded yellow.

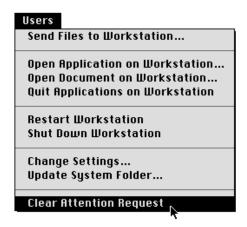
To respond to requests for attention:

- 1 Check the status window to see which workstation user has requested attention.
- 2 Respond as appropriate to the user's needs.

Depending on the nature of the request, you may need to use the Control or Observe feature (described in Chapter 3), talk with the user (described in the next section), or send a file or folder to the user (described in Chapter 5).

When you do anything that affects the workstation—announcing, talking, showing video, taking control of the screen—the attention request is cleared. The shading disappears from the box to the left of the workstation name, and the box for the next workstation that requested attention now has green shading instead of yellow.

If you want to clear an attention request without responding to it, select the workstation name in the status window and choose Clear Attention Request from the Users menu.



The shading disappears from the box to the left of the workstation name, and the box for the next workstation that requested attention now has green shading instead of yellow.

Tip: If the name of the first workstation that requested attention is not visible in the status window, you can click the shaded box above the workstation list to select that workstation.

Talking with a workstation user

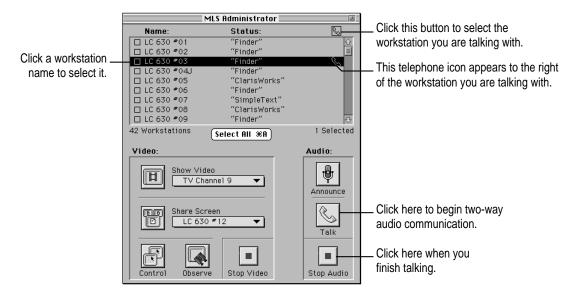
You can use your microphone to talk with a single workstation user. Follow these steps:

1 Select the workstation with which you want to communicate.

You can talk with only one workstation at a time.

2 Click the Talk button.

A telephone icon appears to the right of the workstation name, indicating that you are now talking with that workstation.



3 Speak into the microphone.

You and the user hear each other through headphones or through the computer's speakers.

When you are ready to stop talking, make sure the workstation name is selected and then click the Stop Audio button.

Your conversation ends, and the telephone receiver icon disappears from the selected workstation name.

Tip: If the name of the workstation you're talking with is not visible in the status window, you can click the telephone button above the workstation list to select that workstation.

5

Distributing Files and Application Programs to Workstation Users

The MLS Administrator lets you distribute files to workstation users and launch applications, open documents, and quit applications on their workstations.

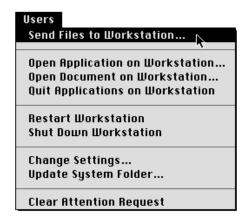
Sending files and folders to workstations

You can send any file or folder on the administrator's workstation to another workstation on the network.

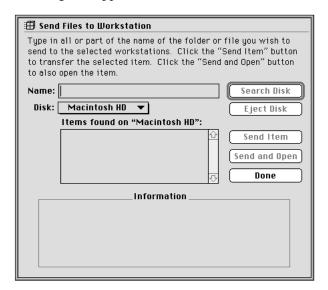
WARNING Before sending items such as application programs, fonts, and utilities, be sure you know whether the items are covered by copyright. Sending copyrighted items without the appropriate multiple-user license agreement is a violation of copyright law.

Follow these steps:

- 1 Select the workstations to which you want to send a file or folder.
- 2 Choose Send Files to Workstation from the Users menu.



A dialog box appears:



In the Name box, type the name (or part of the name) of the item you want to send.



The Search Disk button becomes active when you type something in the Name box.

- If you want to search on a disk other than the one named, use the Disk pop-up menu to choose the desired disk.
- 5 Click the Search Disk button.

A list of items appears in the "Items found" box, showing all items on the selected disk whose names contain the text you typed.

6 Click the name of the desired item to select it.



7 Click the Send or Send and Open button.

The selected file or folder is duplicated on the selected workstations. The copy is placed in the same location it appears on the administrator's workstation.

If you clicked Send and Open, the file or application opens automatically on the selected workstations. (Send and Open does not work with folders.)

If there is a problem sending or opening the item, you may see a dialog box asking you to deal with the problem. (For example, an item with the same name may already exist in the same location on the workstation, or there may not be enough space for the item on the workstation's hard disk.) If the problem doesn't require your immediate attention, an explanation will appear in the MLS Administrator status window. (For example, the application required to open the file may not be present on the workstation.)

8 When you are finished sending files and folders, click Done.

A shortcut for System 7.5 users

If you are using System 7.5 or later, you can send a file or folder by dragging its icon to the list of workstations in the MLS Administrator status window. (This shortcut does not allow you to open sent items, however.)

Follow these steps:

- 1 Select the workstations to which you want to send a file or folder.
- 2 Locate the icon of the file or folder in the Finder.
- 3 Drag the icon to the list of workstations in the MLS Administrator status window.

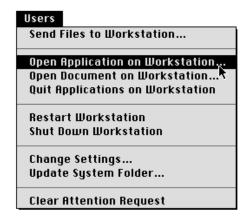
The file or folder is sent to the selected workstations.

Opening applications on a workstation

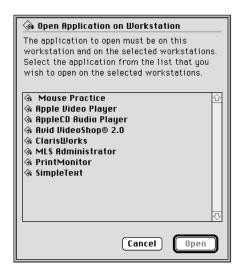
If the same application program is present on both the administrator's workstation and another workstation, you can remotely open the application on the other workstation from the administrator's workstation.

Follow these steps:

- 1 Select the workstations on which you want to open an application.
- 2 Choose Open Application on Workstation from the Users menu.



A dialog box appears, listing all applications on the administrator's workstation:



3 Select the desired application.

You may need to scroll through the list to find the application you want. (You can also type the first letter of the application's name to move quickly to that part of the list.)

When you select an application, the Open button becomes active.

4 Click Open.

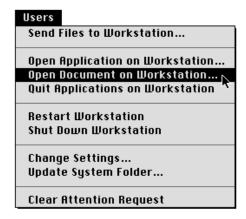
The application opens on the selected workstations.

If a problem arises—for example, if the application is not present on the workstation—an explanation will appear in the MLS Administrator status window.

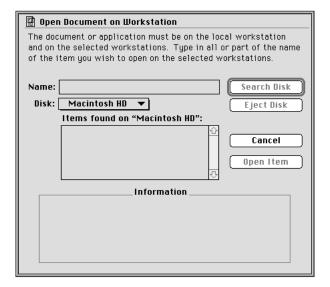
Opening documents on a workstation

If the same document is present on both the administrator's workstation and another workstation, you can remotely open the document on the other workstation from the administrator's workstation. Follow these steps:

- 1 Select the workstations on which you want to open a document.
- 2 Choose Open Document on Workstation from the Users menu.



A dialog box appears.



In the Name box, type the name (or part of the name) of the item you want to open.

You can search for applications as well as documents.

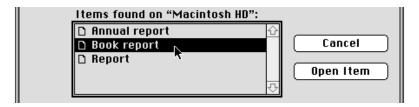


The Search Disk button becomes active when you type something in the Name box.

- If you want to search on a disk other that the one named, use the Disk pop-up menu to choose the desired disk.
- 5 Click the Search Disk button.

A list of items appears in the "Items found" box, showing all items on the selected disk whose names contain the text you typed.

6 Click the name of the desired item to select it.



7 Click the Open Item button.

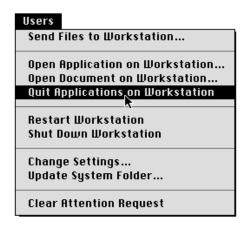
The document opens automatically on the selected workstations.

If a problem arises—for example, if the document is not present on the workstation—an explanation will appear in the MLS Administrator status window.

Quitting applications on a workstation

You can remotely quit all applications running on a workstation from the administrator's workstation. Follow these steps:

- 1 Select the workstations on which you want to quit all applications.
- 2 Choose Quit Applications on Workstation from the Users menu.



A dialog box appears, asking if you are sure you want to quit all applications:



3 Click Yes to quit all applications, or No to cancel the command.

Workstation users will be given the opportunity to save any unsaved work before the applications quit.

6

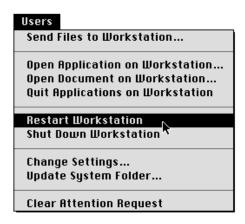
Performing Network Administration Tasks

This chapter describes some network administration tasks you may want to learn.

Restarting a workstation remotely

You can restart any workstation from the administrator's workstation, with or without giving the workstation user the opportunity to save his or her work. Follow these steps:

- 1 Select the workstations you want to restart.
- 2 Choose Restart Workstation from the Users menu.



The following dialog box appears:

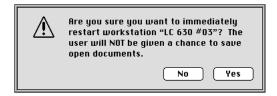


3 Click Yes to restart, or No to cancel the command.

Workstation users will be given the opportunity to save unsaved work before their open applications quit.

You can force a workstation to restart without allowing the user to save work by holding down the Option key while you choose Restart Workstation. (This can be useful, for example, when students have left for the day and don't need to save their work in progress.)

When you force a restart, the following dialog box appears:

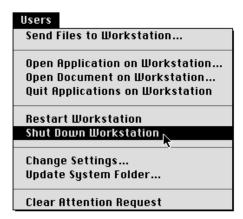


Shutting down a workstation remotely

You can shut down any workstation from the administrator's workstation, with or without giving the workstation user the opportunity to save his or her work. Follow these steps:

1 Select the workstations you want to shut down.

2 Choose Shut Down Workstation from the Users menu.



The following dialog box appears:

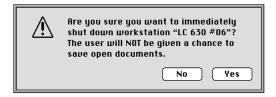


3 Click Yes to shut down, or No to cancel the command.

Workstation users will be given the opportunity to save unsaved work before their open applications quit.

You can force a workstation to shut down without allowing users to save work by holding down the Option key while you choose Shut Down Workstation. (This can be useful, for example, when students have left for the day and don't need to save their work in progress.)

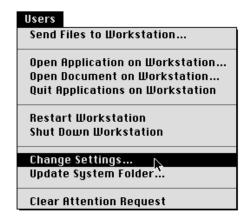
When you force a shutdown, the following dialog box appears:



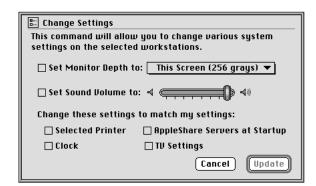
Changing workstation settings

You can change workstation settings, such as the number of colors or grays and the sound volume level, from the administrator's workstation. Follow these steps:

- 1 Select the workstations for which you want to change settings.
- 2 Choose Change Settings from the Users menu.



The Change Settings dialog box appears:



To change the number of colors or grays displayed on the workstation's monitor, click the first checkbox to select it and choose a new setting from the pop-up menu.

☐ Set Monitor Depth to:	√This Screen (256 grays)	
☐ Set Sound Volume to:	Black and White Most Colors Possible	

To change the sound volume, click the second checkbox to select it and move the slider to the desired level.



- To assign the workstation the same printer selected in the Chooser of the administrator's workstation, click the Selected Printer checkbox to select it.
- To change the workstation's clock to match that of the administrator's workstation, click the Clock checkbox to select it.
- 7 To mount the same startup AppleShare file servers or shared disks as on the administrator's workstation, click the AppleShare Servers at Startup checkbox to select it.
- To assign the workstation the same TV settings as the administrator's workstation, click the TV Settings checkbox to select it.

These TV settings include the TV channel names and all Apple Video Player settings.

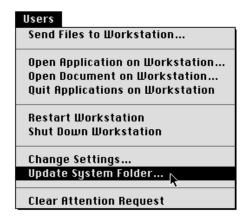
Updating system software on a workstation

If problems arise with the system software on a workstation, you can quickly repair the problems by replacing the workstation's system software with a duplicate of the system software on the administrator's workstation.

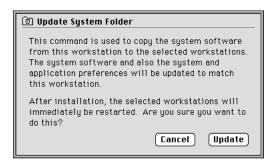
Because the workstation will be restarted automatically as part of the updating process, be sure that no one is using the workstation.

Follow these steps:

- 1 Select the workstations on which you want to update the system software.
- 2 Choose Update System Folder from the Users menu.



The Update System Folder dialog box appears:



WARNING You should temporarily remove any copyrighted items (such as fonts or system software extensions) from the System Folder of the administrator's workstation before using the Update System Folder option. Copying these items to another workstation without the appropriate multiple-user license agreement is a violation of copyright law.

3 Click Update.

A dialog box advises you of the progress of the update.



If a problem arises—for example, if there isn't enough room on the remote workstation's hard disk to reinstall software—you'll see another dialog box advising you of the problem.

Changing the administrator password

An administrator password prevents unauthorized users from gaining access to the MLS Administrator. Unless your Apple representative changed the password, your administrator password is XYZZY.

Follow these steps to set or change the administrator password:

1 Choose Password Setup from the Setup menu.



The Password Setup dialog box appears:



2 Type the administrator password in the upper box.

You can type up to 15 characters. As you type, dots (•••) appear in place of the text so that no one can see what password you typed. Be sure to choose a password that only you know.

- 3 Retype the administrator password in the middle box to confirm it.
- If you wish, click inside the lower box and type a clue that will help you remember your password.

You can type up to 63 characters. The clue will appear each time you are asked to provide the administrator password. As with the password itself, be sure to choose a clue that only you will recognize.

5 Click OK.

In the future, you will need to provide the administrator password whenever you launch the MLS Administrator. You can change the password at any time—but only after entering the current password to gain access to the MLS Administrator.

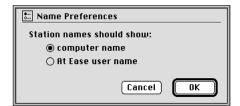
Setting name preferences

When workstations on your network are running At Ease, you can choose whether the workstation name or the At Ease user name appears in the MLS Administrator status window. Follow these steps:

1 Choose Name Preferences from the Setup menu.



The Name Preferences dialog box appears:

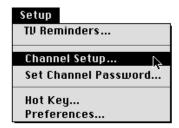


- 2 Click the desired option.
- 3 Click OK.

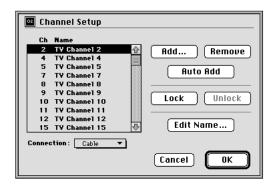
Setting up the channels available to users

Your Apple representative should already have connected all your video devices and set up all your channels for you. If you decide to change the names of channels or add channels in the future, however, you will need to use the Apple Video Player program to set up the channels. Follow these steps:

- 1 Open the Apple Video Player application program.
- 2 Choose Channel Setup from the Setup menu of Apple Video Player.

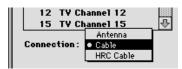


The Channel Setup dialog box appears:



Any channels that have already been set up appear in the list on the left.

3 If necessary, select a source of TV video in the Connection pop-up menu.



- Choose Antenna if your only source of TV video is a standard VHF/UHF signal. Channels 2–13 will be VHF channels; channels 14–69 will be UHF channels.
- Choose Cable if you have standard cable TV. Channels 2–13 will be VHF channels; channels 1 and 14–125 will be cable channels.
- Choose HRC Cable if your cable service uses HRC cable frequencies instead of standard cable frequencies. (If you can't receive channels above channel 13, try using this setting.) Channels 2–13 will be VHF channels; channels 1 and 14–125 will be cable channels.
- 4 If you want to add channels to the list, click the Add button. If not, skip to step 6.

The following dialog box appears:



- 5 Select the channel you want to add and click the Add button.
 - To select multiple channels, hold down the Shift key as you click each one.
- If you want to remove a channel, click its number in the list on the left and click the Remove button.
- If you want to lock a channel, click its number in the list on the left and click the Lock button.
 - A locked channel can be viewed only by users who provide a password.
- If you want to edit the name of a channel, click its number in the list on the left and then click the Edit Name button. If not, skip to step 10.

The following dialog box appears:



- 9 Type a new name for the channel and click OK.
- 10 When you have set up all the channels you want, click OK.

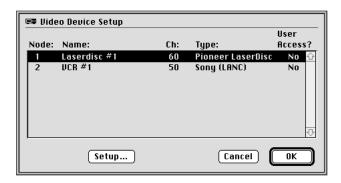
Setting up video devices

You can change the names of your video devices and determine whether users can control the devices. Follow these steps:

1 Choose Video Device Setup from the Setup menu.



The Video Device Setup dialog box appears, showing all the video devices connected to the administrator's workstation:



2 Click the name of the device you want, and then click Setup.

The Setup Device dialog box appears:



- If you want to change the device's name, type a new name in the Name box.
- 4 If you do not want users to be able to control the device, click the first checkbox to deselect it.

If you leave this checkbox selected, users will be able to control the device using the Apple Video Player program. (For information on using Apple Video Player, see the Appendix of this manual or the *Apple TV/Video System User's Guide*.)

IMPORTANT Your Apple representative has set up each device with the proper channel number and (if applicable) stepping and still frame setting. Do not change either of these settings in the Setup Device dialog box.

- 5 Click OK to confirm your changes in the Setup Device dialog box.
- 6 Click OK again to clear the Video Device Setup dialog box.

Interpreting Error Messages in the MLS Administrator Status Window

When there's a problem communicating with a workstation, an error message may appear in the MLS Administrator status window. This chapter explains what these error messages mean and how to respond to them.

Application not found

You tried to remotely open an application or document on a workstation, but the application isn't on that workstation. Use the Send Files to Workstation command to copy the application and any necessary data files to the workstation. (Be sure that your licensing agreement allows you to copy the application.)

Applications are open

You tried to update system software on a workstation when one or more application programs were open on that workstation. Ask the workstation user to quit all applications, use the Quit Applications on Workstation command, or use the Control button to take over the workstation and quit all applications. Then try updating system software again.

Command failed

An unexpected error has occurred on the workstation, probably because of the applications that are open on the workstation. Ask the workstation user to quit all applications, use the Quit Applications on Workstation command, or use the Control button to take over the workstation and quit all applications. Then try the command again. If the error still occurs, try restarting the user's workstation.

Communication error

The MLS Administrator software has had difficulty communicating with the workstation, either because the workstation isn't operating properly or because there was a high level of network activity when you tried the command. Use the Control button to take over the workstation and see whether it seems to be operating properly. If you notice a problem, restart the workstation, and then try the command again. If this error occurs often, there may be hardware problems with the computer network. Consult your Apple representative for assistance.

Disk full

You tried to send a file or to update system software on a workstation whose hard disk doesn't have enough room for the new file or system software. Use the Control button to take over the workstation, and delete unnecessary files and folders on the hard disk. For information on deleting files and folders, see the manuals and on-screen help that came with your computer.

File not found

You tried to remotely open a document on the workstation, but the document isn't on that workstation. Use the Send Files to Workstation command to send and open the item on the workstation.

File transfer error

An error prevented you from sending files to the workstation. Restart the workstation and try the file transfer again. If this error occurs often, try using the Disk First Aid application (available on the *Disk Tools* disk or the system software CD-ROM that came with your computer) to check the workstation's hard disk for problems.

Incompatible hardware

You tried to update system software on a workstation of one microprocessor type (Power PC or 68xxx) from a workstation of the other type. When updating system software, the source and destination workstations must have the same microprocessor type.

Item was busy

You sent a file or folder to the workstation, but an item with the same name already existed there. You decided to replace the original item, but the original item can't be removed because it is open on the workstation. Ask the workstation user to quit all applications, use the Quit Applications on Workstation command, or use the Control button to take over the workstation and quit applications. Then try sending the file or folder again.

Not enough memory

Many of the commands you can perform on another workstation require some amount of free memory on that workstation. To free up memory on the workstation, ask the workstation user to quit all applications, use the Quit Applications on Workstation command, or use the Control button to take over the workstation and quit applications. Then try the command again.

No TV hardware

You tried to show video on a workstation that isn't equipped with a television tuner. Only workstations with TV tuners can display TV channels.

Sound hardware in use

You tried to talk to a workstation that is already running an application that is using the sound input feature to record sounds. Ask the user to stop recording sound on the workstation, and then try the Talk button again.

TV hardware in use

You tried to show video on a workstation that is already running an application that uses the TV tuner card. Ask the workstation user to quit all applications, use the Quit Applications on Workstation command, or use the Control button to take over the workstation and quit applications, and then try the Show Video button again. If this error always occurs with a workstation, there may be a problem with the TV hardware on that workstation. Consult your Apple representative for assistance.



Requesting attention from the administrator

When you need help from the administrator, you can request his or her attention directly from your workstation. Follow this step:

Choose Request Attention from the menu with a question mark.



A chime sounds at the administrator's workstation, letting the administrator know that you have requested attention.

Canceling a request for attention

If you decide that you don't need the administrator's attention, you can cancel your request. Follow this step:

Choose Cancel Attention Request from the menu with a question mark.



Using the Apple Video Player program

The Apple Video Player is a program that lets you control the video that appears on your workstation.

Launching the Apple Video Player program

1 Double-click the Apple Video Player icon to launch the program.



The Video window appears:



If you want to change the volume level, drag the slider to the desired level.

If you want to change to another video source, use the pop-up menu or click the up or down arrow until the desired channel appears.



Controlling a VCR or laserdisc player

If you have access to a VCR or a laserdisc player, you can use the Controls window to control it.

Note: The administrator may not have given you access to the controls described in this section.

1 If necessary, choose Show Controls Window from the Windows menu.



The Controls window appears:



- 2 If necessary, click the video device icon to display the video device controls.
- If necessary, choose the desired device (a VCR or laserdisc player) from the Device popup menu.

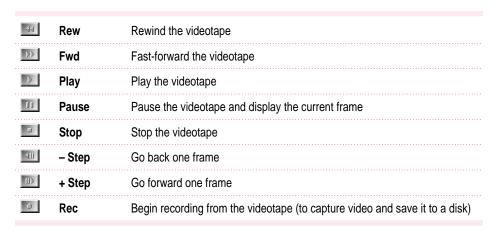
Only one workstation at a time can control a device.

4 Use the controls on the screen.

For explanations of these controls, refer to the following sections.

VCR controls

The buttons in the window work in much the same way as the controls on a VCR:



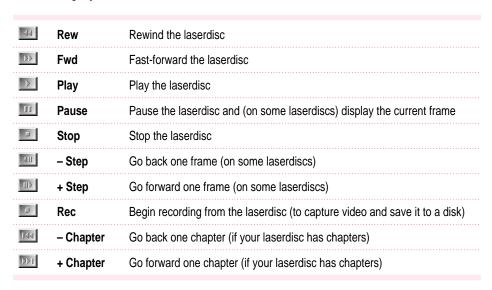
You can use the Go To button to move to a particular point in the videotape. Clicking Go To displays the following dialog box:



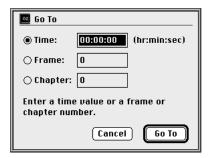
To go to a particular point in the videotape, type a time in the Time box and click Go To.

Laserdisc player controls

The buttons in the window work in much the same way as the controls on a laserdisc player:



You can use the Go To button to move to a particular point on the laserdisc. Clicking Go To displays the following dialog box:



To go to a particular point on the laserdisc, click the appropriate button, type a time, frame number, or chapter number, and click Go To.

Additional settings are available when you click Options:



- If your laserdisc has more than one audio track, the Audio Track buttons let you select which track you want to listen to. Consult the laserdisc or its packaging for information about what's on each track.
- If your laserdisc can display the time or frame number on the screen, the Onscreen Display buttons let you turn this display on or off.

Capturing video images

The Apple Video Player lets you capture still video images and video movies.

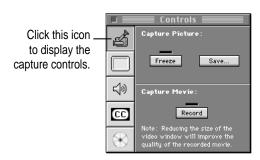
Capturing still video images

Follow these steps:

1 If necessary, choose Show Controls Window from the Windows menu.



The Controls window appears:

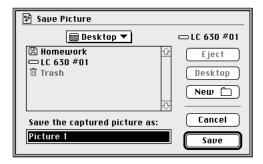


- 2 If necessary, click the video camera icon to display the capture controls.
- 3 Click the Freeze button.

The current frame of video is captured.

4 Click the Save button.

A Save Picture dialog box appears:



5 Use the Save Picture dialog box to name the video image file and save it to a disk.

Capturing video movies

When capturing video movies, you'll get better results if you reduce the size of the Video window before following these steps:

1 If necessary, choose Show Controls Window from the Windows menu.



The Controls window appears:



- 2 If necessary, click the video camera icon to display the capture controls.
- 3 Click the Record button.

The Apple Video Player starts recording a video movie, beginning at the moment you clicked Record.

Note that the record button has changed to a Stop button.

4 When you want to stop recording, click the Stop button.

Compression of the captured video movie begins. A window shows the progress of the compression.



When compression is complete, the Save Movie dialog box appears:



5 Use the Save Movie dialog box to name the video movie file and save it to a disk.

Selecting a video source type and adjusting monitor settings

You can use the Controls window to select the type of video source and adjust the way video appears on your monitor. Follow these steps:

1 If necessary, choose Show Controls Window from the Windows menu.



The Controls window appears:



- 2 If necessary, click the monitor icon to display the video setting controls.
- 3 If you want to change the video source, click the appropriate button.
 - Click TV if your video source is an external TV antenna or cable TV service connected to the TV tuner port.
 - Click Video if your video source is a device attached to the composite video port on your video input card.
 - Click S-Video if your video source is a device attached to the S-video port on the video input card.

- If you want to adjust the brightness of your video image, move the Brightness slider to the desired level.
- If you want to adjust the sharpness of your video image, move the Sharpness slider to the desired level.
- If you want to adjust the contrast of your video image, move the Contrast slider to the desired level.

Adjusting audio settings

You can use the Controls window to adjust the way audio sounds on your workstation. Follow these steps:

If necessary, choose Show Controls Window from the Windows menu.



The Controls window appears:



display the audio setting controls.

If necessary, click the speaker icon to display the audio setting controls.

- 3 If you want to change the TV sound mode, click the appropriate button.
 - For monaural sound output, click Mono.
 - For a second audio program (if one is available), click SAP.
 - For stereo sound output, click Stereo.
- If you want to adjust the balance of your audio output, move the Balance slider to the desired level.
- If you want to adjust the treble level of your audio output, move the Treble slider to the desired level.
- 6 If you want to adjust the bass level of your audio output, move the Bass slider to the desired level.

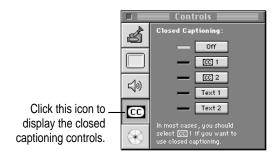
Using closed captioning

You can use the Controls window to turn closed captioning on or off. Follow these steps:

1 If necessary, choose Show Controls Window from the Windows menu.



The Controls window appears:



- 2 If necessary, click the closed captioning (CC) icon to display the closed captioning controls.
- 3 If you want to change the closed captioning setting, click the appropriate button.
 - The Off button turns off closed captioning.
 - CC 1 provides closed captions for most broadcasts that have this feature.
 - CC 2 may provide closed captions in a second language.
 - Text 1 may provide schedules of programs broadcast on a channel, or may provide specialized text for TV.
 - Text 2 may provide specialized text for TV.

Changing the size of the video window

You can use the commands in the Windows menu to change the size of the video window quickly. Follow these steps:

1 Pull down the Windows menu.



2 Choose the desired size for the video window. (You can also use the keyboard shortcuts listed in the menu.)

- Choose Smallest Size to shrink the window to approximately 1/16 of the screen.
- Choose Normal Size to resize the window to approximately 1/4 of the screen.
- Choose Largest Size to enlarge the window as much as possible. (On monitors that are 640 by 480 pixels or smaller, Largest Size hides both the menu bar and the screen controls. Moving the mouse makes the menu bar visible.)
- Choose Other Size to display a dialog box that lets you indicate the exact dimensions, measured in pixels, of the desired window size.



Width must be between 160 and 640 pixels. Height must be between 120 and 480 pixels. Maintain a width-to-height ratio of roughly 4 to 3 in order to avoid distortion of the video image.

Click OK to confirm your settings in the Other Size dialog box.

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