

TEL Station Installation

Site Coordinator's
Reference Guide

TEL

Technology Enhanced Learning

March 2005

TEL Website: <http://www.nps.gov/training/tel>

http://www.nps.gov - TEL - Microsoft Internet Explorer

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TEL
Technology Enhanced Learning

Welcome to TEL



The Technology Enhanced Learning (TEL) Network is the mechanism whereby thousands of National Park Service employees receive competency based training at or near their work site at little or no cost to them. The Network will soon reach over 135 receiving Stations ([Site Locations](#)) across the Service spanning five time zones. The highly interactive training allows students immediate access to their instructor. This interactivity is the key component to the success of the broad and varied training opportunities.

The [Course Catalog](#) lists most of the training opportunities available in the past with the [Schedule](#) showing actual training events that are on the calendar. The National Park Service now uses a Learning Management System called My Learning Manager (MLM) to register for training events. Go to the [My Learning Manager](#) tab for instructions on logging onto the system and finding the training that will fulfill any gaps in your competencies.

Student materials/participant guides can be downloaded on the [Participant Guide](#) tab.

If you are looking for information on installing a TEL Station at your site or need forms or specialized information, this can all be found in [Reference Documents](#).

The TEL Network and interactive distance learning training opportunities have grown at a tremendous rate over the past few years. The vision and goal is to continue to provide high quality competency based training opportunities at or near your duty station. If you have questions, concerns, or suggestions to improve the system or process, don't hesitate to contact the TEL Team.

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Technology Enhanced Learning
jim_boyd@nps.gov

Sue Benson
Network Coordinator
Technology Enhanced Learning
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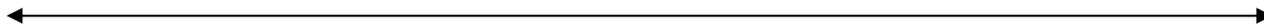
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Satellite Contract Information: Contract #: GS00T00NSD0012

General Services Administration, Federal Telecommunications Service
Commercially Available Services, Satellite and Video



Contract Sub-contractor:



Government Education and Training Network (GETN)

Broadcast Center Points of Contact

Air National Guard - Warrior Network (WN):

Defense Equal Opportunity Management Institute (DEOMI):

US Air Force - Air Technology Network (ATN):

Air Force Reserve Command Program Manager

Air Force Safety Center (Broadcasts originate from Keesler AFB Uplink):

US Army - Satellite Education Network (SEN):

Army National Guard Warrior Network:

Defense Logistics Agency (DLA):

Federal Aviation Administration (FAA):

Department of Energy (DOE):

US Courts:

Department of Justice (DOJ):

US Fish and Wildlife Service (FWS):

National Park Service (NPS):



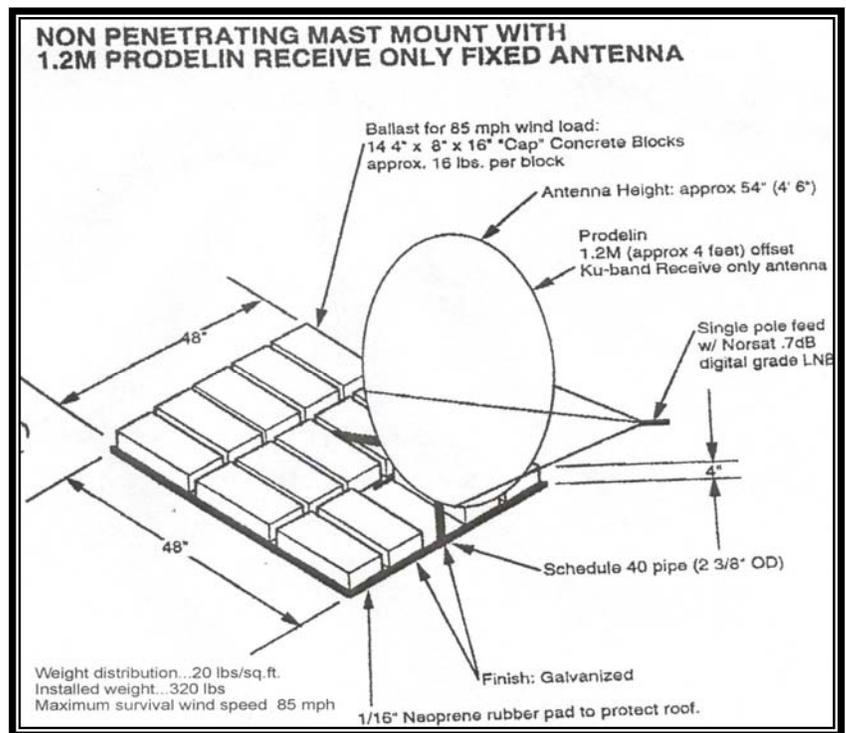
TEL Station 1.2M Satellite Dish



TEL Station 1.2M (47 inches) Satellite Dish

Downlink dish is typically mounted on a flat roof using a non-penetrating roof mount (no drilling into roof, sled held down with cinder block ballast). Dish can also be pole mounted, ground mounted or attached to the side of a building, with proper structural support.

The network satellite is Telstar 6, located at 93 degrees West in a geosynchronous orbit above the equator. (93 degrees is almost straight south of St Louis, MO.) In the southern part of the United States, the dishes will point higher in the sky. As you go further north, the dish will be directed closer and closer to the horizon. From the dish location, if you have a clear view of the southern sky there should be no problem seeing the satellite. If there are trees and mountains in the way, alternatives will need to be investigated. For those interested in Azimuth and Elevation go to: <http://www.satcomresources.com>. At the bottom of the screen, on the left under Quick Links select Look Angles. Enter Telstar 6 and find something close to your location or just enter your Longitude and Latitude.



RECEIVER

It is strongly recommended that the receiver be located in a limited access area. Most sites place it in their network closet or telcom room. Once installed, it needs to be powered on 24/7. The receiver size is the same as your home cable box or satellite dish receiver, a little smaller than a VCR. A recommended option is a small 13" monitor what would sit next to the receiver.

VIEWING LOCATION



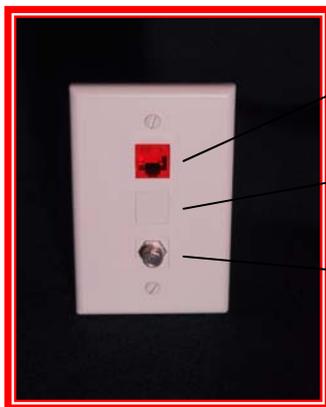
The ideal situation is to have a minimum of two viewing locations. One area would accommodate three or four people along with the cart of equipment. Probably the biggest mistake sites have made is putting the equipment cart in a room that is in high demand with TEL events constantly getting bumped for other activities. The Superintendent's Conference room is not a particularly good choice. Because all training is delivered on a reoccurring basis, even at very large parks, a typical class size might be less than five, so a small out of the way location would be ideal. A second location might be a bigger room for those few occasions when larger numbers would view a program. The annual Budget rollout, delivered by the Secretary, might be an example. (The video signal can be easily connected to a video projector if desired.) For each viewing location you will be supplied with a wallplate from which connections will be made. At the back of each wallplate the video RG-6 cable and an **analog** phone line will be terminated. The installing contractor will be responsible for terminating the video and your site will be responsible for getting the analog phone line connected to the back of the wallplate.

CABLE

RG-6 cable (the same type as the local cable company brings into your home,) will run from the dish through a point of entry to the network/telcom closet where it will connect to the receiver. The cable will then be fished through your building to be connected at the back of all the wallplates you choose to install.

WIRING AND TEL STATION WALL PLATE

The TEL Station connects to the satellite network through a single 3 port wall plate. The park is responsible for cabling to and terminating connections on the wall plate for the required phone connectivity. Convergent Media is responsible for cabling to and terminating connections on the wall plate for the required satellite connectivity. Convergent Media will provide a special color coded wiring harness that connects the TEL Station components to each other and the wall plate.



- ➔ **Analog phone line connection.**
Terminate analog phone line to the Orange/red RJ45 jack.
- ➔ **Blank connection.**
For future additional capability.
- ➔ **Satellite receiver connection.**
Convergent Media will terminate coax cable from satellite receiver to the F type connector.

IT IS IMPORTANT TO HAVE THE ANALOG PHONE LINE CONNECTED AND OPERATIONAL BEFORE THE TECHNICIAN ARRIVES TO INSTALL YOUR TEL STATION. THE TECH WILL NOT COME UNTIL THIS LINE IS IN. IT IS NEEDED TO DETERMINE THAT THE INSTALLTION WAS DONE CORRECTLY.

TEL EQUIPMENT CART

The TEL Station houses all the viewing and interactive equipment on a roll around cart. Even though there might be more than one viewing location, the one cart could be moved and attached to the wallplate at the different training locations.



Equipment includes:

- 27" TV monitor and remote
- VCR and remote
- Harvard Elite (communication box)
- Five push-to-talk microphones, (for interaction with instructor)

SITE MANAGEMENT

Staff responsibilities would include a primary and secondary installation Point of Contract (POC). Responsibilities would include working with the contractor during the installation process. Also, primary and secondary training POCs will be needed after installation to manager the training aspects of TEL.

TEL Station Installation Process:

Task	Timeline
Park identifies points of contact to coordinate TEL Station installation and TEL NPS Training	POC Contact form
Park participates in installation audio conference	April 2005
Site determines if they will proceed with site survey (\$605.94 cost to TEL)	April 2005
Convergent Media Systems (CMS) contacts site to schedule site survey	
CMS conducts site survey	25 business days from day of order
Site begins any compliance work	
TEL Program Manager sends wallplate to Park POC	25 business days from day of order
AT&T/CMS generates quote and sends to TEL Program Manager	10 business days
TEL Program Manager reviews quote, makes any adjustments with contractor and forwards to park for approval	10 business days from receipt
Park identifies funding source and obligates FY 04 funds	
Site accepts quote and emails approval to TEL Program Manager. Confirms funding source and account number	
TEL Program Manager submits installation order to AT&T/CMS	30 business days to complete installation
Park installs TEL Station wall plate with analog phone line	
CMS contacts site to schedule installation	
CMS installs TEL Station	30 days from quote approval
Park completes acceptance checks during installation	
Park faxes in completed acceptance checks	
Installation Complete with sign-off	
Participate in audio "How to" conference	
Park participates in live system check	
Site training POCs participate in My Learning Manager training	
Invoiced from AT&T, ET Park funds	Two months after installation

QUOTE EXAMPLE:



AT&T ---Attn:Patrick Robertson
 3033 Chainbridge Road
 Oakton, VA. 22185
 phone (703) 277-3855
 fax (703) 691 7155

1

QUOTE

Customer AT&T Proprietary

Name	Bison National Park	Date
Address	82516 Bison Way	Order No.
City, St, ZIP	National Park, USA	Rep
Contact		
Phone		FOB

1/7/2004
NP.555.A

Qty	Description	CLIN	Unit Price	TOTAL
1	1.2M antenna w/9234 and NPR mount	C0002	\$4,544.55	\$4,544.55
1	Site Survey	C0001	\$605.94	\$605.94
1	Lite display package	F0023	\$3,819.96	\$3,819.96
100	Teflon rated cable	F0003	\$1.97	\$197.00
2	RF Drop	F0008	\$111.59	\$223.18
150	Plenum rated RF cable	F0010	\$4.07	\$610.50
	*If 13" monitor is required quote will be amended to add \$140.76.			

Payment Details

Bill Direct to Agency
 TBD
 Credit Card

Name _____

CC # _____

Expires _____

SubTotal	\$10,001.13
Shipping & Handling	
#REF!	
TOTAL	\$10,001.13

Contract Nbr:
GS00T00NSD0012

Please remit install order to SBS Project Manager, Patrick Robertson, 703 277 3855 (Voice)
 703 277 7993 (Fax) , probertson2 @att.com

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TEL STATION INSTALLATION INFORMATION

Are you interested in obtaining a TEL Station at your location? The [TEL Station Installation Site Coordinator's Reference Guide](#) will provide you with information. If you have any questions, please contact Jim Boyd at jim_boyd@nps.gov.

Is your park/unit ready to proceed with an installation? Please complete the [TEL Site & Personnel Information](#). Save this file to your hard drive, complete the form, save the file as "park alpha code_site_information" and email the file to jim_boyd@nps.gov.

[TEL Station Installation Acceptance Checklist](#) - use this 3 page checklist during installation with the contractor to ensure a proper install of a TEL Station.

[SIGN IN ATTENDANCE ROSTER FORM](#)

TEL STATION SETUP CHECKLISTS

#1 [TEL STATION OPERATORS CHECKLIST](#) - TEL Station installed prior to January 2004

#2 [TEL STATION OPERATORS CHECKLIST](#) - for Harvard Elite Model AT2001

HARVARD ELITE EQUIPMENT

Diagram of [Harvard Elite/ATProducts/Black Communication Box](#) - AT-2001 model - installed January 2004 and thereafter

Diagram of [Harvard Elite/ATProducts/Black Communication Box](#) - SSD Model - installed prior to Oct 2004

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<http://mylearning.nps.gov>
<http://www.nps.gov/training/tel>