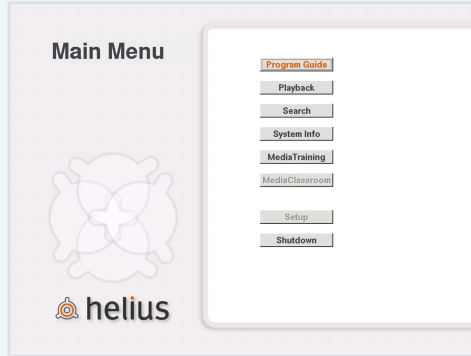


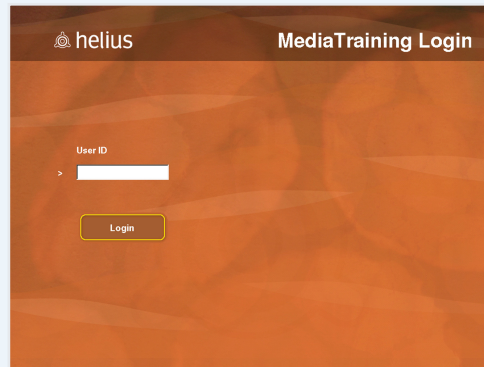
# MEDIATRaining QUICK REFERENCE CARD

## LOGIN TO MEDIATRaining

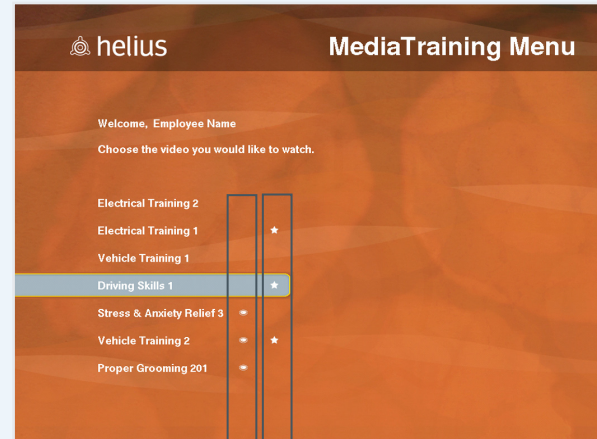
1. Press Menu while in full screen mode to open the Main Menu.



2. Press the ▼ down arrow to highlight the MediaTraining button.
3. Press OK. The MediaTraining Login screen will display.



4. Enter your individual login ID.
5. Press the ▼ down arrow to move from the data entry field to the login button.
6. Press OK to accept login. The MediaTraining Menu will display. (Use the ▲ up arrow to move back to the login field and edit if necessary.)



Required (\*) or optional ( ).  
Watched (●)

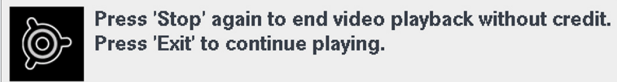
## SELECT A VIDEO


1. Use the ▲ up and ▼ down arrows on the remote control to select a video.  
  
Videos with a star to the right of the video title are **required**. Videos with no star are **optional** videos. The round icon in the middle column indicates that the video has been watched.
2. Once the desired video is highlighted, select OK on the remote control to begin video playback.

During video playback, the video may be paused by selecting the ⏸ PAUSE button on the remote control.

## STOP VIDEO DURING PLAYBACK

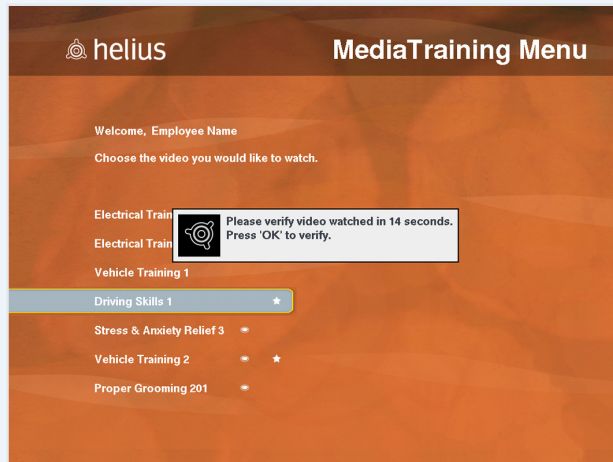
1. Select  STOP on the remote control during playback.



2. Press  STOP again to end video without credit. Press EXIT to continue and complete the video.

## VERIFY VIDEO COMPLETION

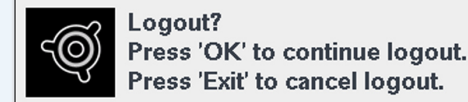
Once the video has completed, the video will close and a verification window will display on the MediaTraining Menu.



Select OK within 15 seconds to verify completion of video. If OK is not selected within that time frame, the video will not be marked as completed and will have to be watched again.

## LOGOUT OF MEDIATRaining

1. Press BACK/EXIT on the remote control.



2. Press OK to logout. Press EXIT to cancel and continue watching training videos.