

Operating the Interactive Video Network (IVN) in the “LifeSize” Computer Touch Screen Controlled Rooms

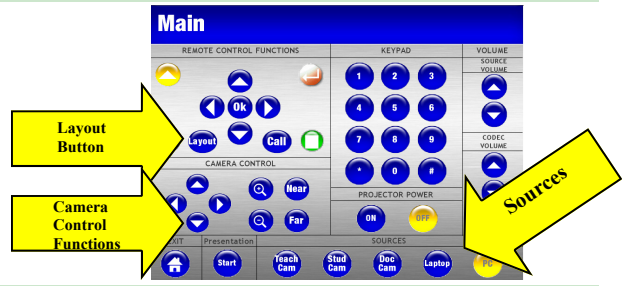
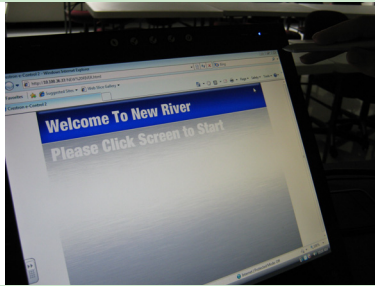


Scheduled IVN class connections are made automatically by the IVN administrators. No dialing or connecting with distant locations should be made by the instructor. If you need a connection made outside the course schedule, please contact Steve Butler (304) 647-6572 or Jason Garris (304) 929-5466.



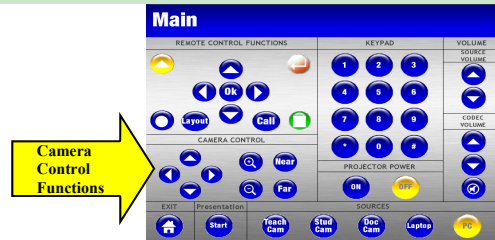
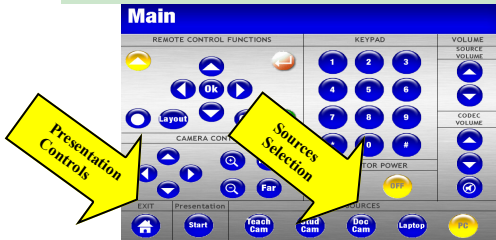
1. IVN Functions are controlled from the touch-screen controls, which may be accessed by clicking the “Room Control” Icon on the Desktop of the Computer at the Teaching Center.

2. A stylus is provided with the system to touch the monitor screen and control the system. Use this stylus or the computer mouse to control the system (please do not touch the monitor screen with your fingers).



3. Once the system is powered up, the videoconferencing controls and all room controls may be accessed by clicking anywhere on the monitor screen. The plasma monitors and projector will also turn on at this time.

4. The “Main” user interface contains all the controls for choosing the layout of the plasma screen, controlling cameras and choosing sources. Choose the “Layout” button to arrange sources your views to your liking.



5. The room projector may be turned on and off and its display controlled with the touch screen control. To display sources on the large screen, click “Start” under “Presentation” and choose the source you want to display from the “Sources” section. To end the presentation click “Exit.”

6. The room’s Teach Camera and Student Camera may be controlled with the icons on the “Camera Control” Page. Panning left and right and tilting up and down are controlled with the left and right and up or down arrows. Zooming in or out is controlled with the “magnifying glass” icons.



7. DVD video may be displayed from the computer using the “VLC” media player. (If you have analog media, such as VHS tapes or audio cassettes to display in your course, contact The Center for Teaching Excellence to convert them to digital form).



8. A document camera is provided for displaying “hard copy” documents and other items that are not in digital form. The document camera may be selected by clicking the “Doc Cam” button under the “Sources” section of the touch screen control.