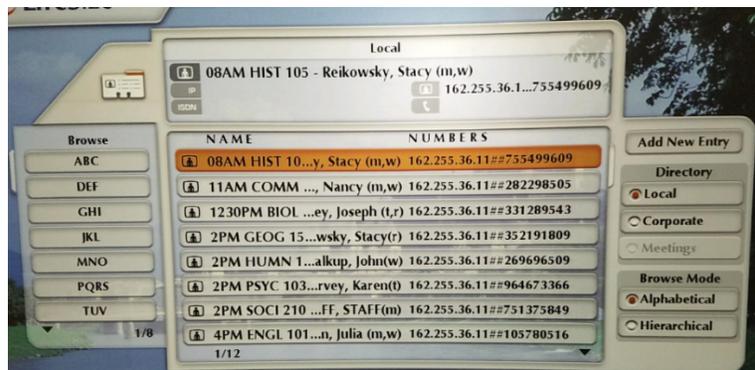


HOW TO CONNECT TO YOUR IVN CLASS

1. Make sure the TV(s) / Projector (if applicable) are powered on.
2. Locate the “Lifesize” remote.
3. Press the Yellow “▲” button towards the top left hand side of the remote. This will bring up a “Directory” on the display in the room.



4. Locate your class in the directory; they will be listed in order of start time (Ex: 2PM ENGL 101 – Instructor Name (day,day)). Using the arrow buttons on the remote highlight the proper class you need to connect to.



5. Once you have selected your course press the “OK” button (in the center of the arrows)

If you have issues please contact the Help Desk @ 304-929-6725

PLEASE AT THE END OF YOUR CALL HIT THE
“HANG UP” BUTTON ON THE LIFESIZE
REMOTE!