

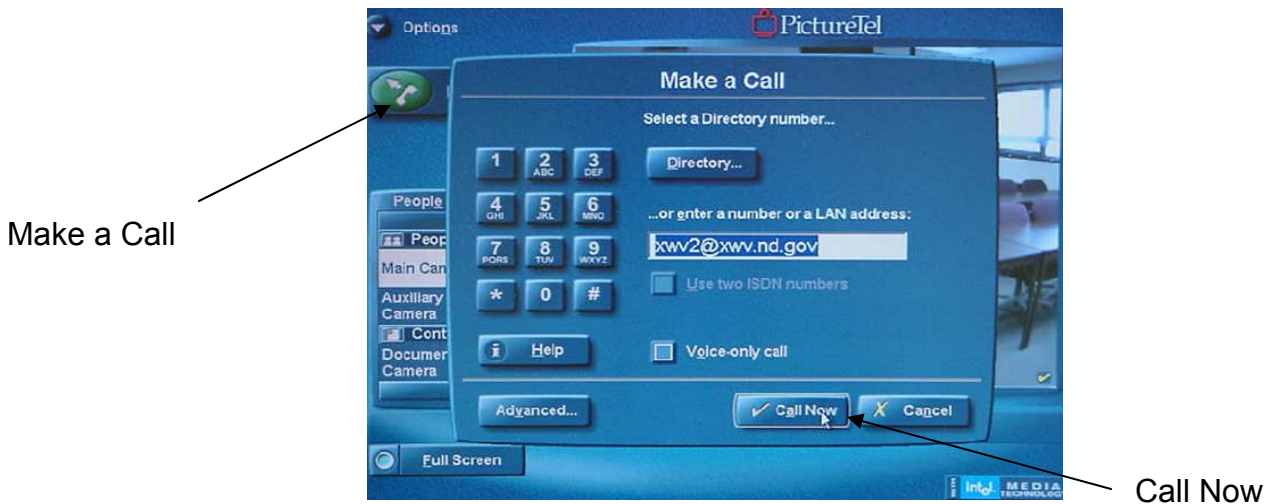


When the system is turned on, this is the first screen you will see:



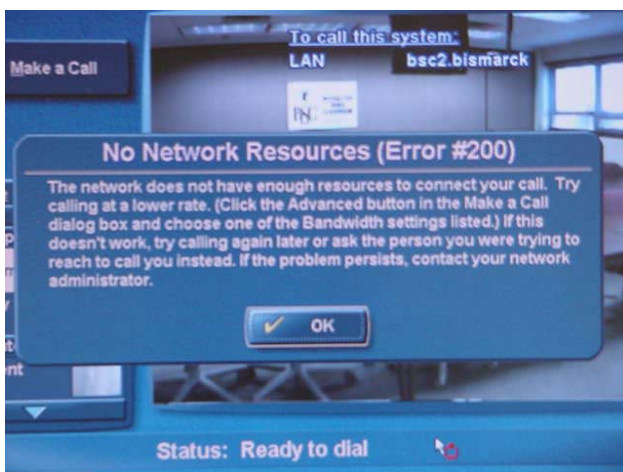
### STEP 2: Making a Call

In the upper left hand corner, click on the <MAKE A CALL> green button. The next screen will appear.



The dial in address will appear in the window. If not, go to <DIRECTORY> and click on the IVN bridge number. The “Make a Call “screen will appear. Click on <CALL NOW>

If the “No Network Resources (Error #200)” or similar error message appears....



It will do so for one of the following reasons:

- The system is not connecting because of a scheduling error or the event has not been scheduled.
- You may have turned on the system too early. For example, if an event is scheduled to begin at 8:50 a.m. and you try to login at 8:45 a.m. you will get the error. You need to login during the 10 minute window.

### STEP 3: People and Content

This window shows your choices for the classroom outgoing video. The status bar on the left side provides you with your choices.



**Main Camera** - shows the classroom video

**Auxiliary Camera** - shows the instructor video

**Document Camera** – this window will activate when the document Camera is turned on.

**Laptop** – this window will activate when the laptop is connected.

**VCR** – this window will activate when the VCR is turned on.

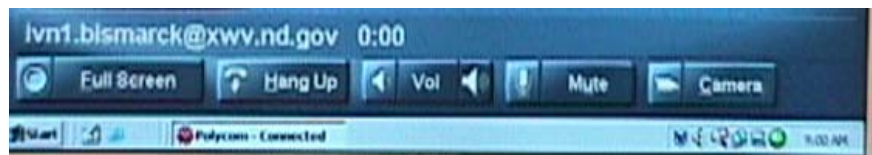
Others: Windows Desktop will allow you access to the desktop screen. You can use the Windows Desktop to access the Internet and have the instructor show web sites from this location. However, the resolution is poor, making it hard to read. To move from the Windows Desktop back to the iPower screen, scroll to the bottom of the screen (it is almost off the screen) and click on <POLYCOM READY TO DIAL>.

When you click on <OPTIONS>(the small icon in the upper left hand corner), you will come to full screen. This will provide you with a drop down menu as shown below:



Click on Conference Sites – lists other sites connected.

Click on Control Bar – clicking on control bar provides access to the volume control, mute, camera, hang up and full screen functions. This will appear on your screen as shown below



**REMEMBER:** Any actions you perform on your screen are also seen on your local video monitor.

Click on Camera Controls and the following screen will appear:



**Tip:** Have the technician practice with these controls prior to a class/event.

If you click on <AUTO> (otherwise known as auto point) the camera will locate the individual speaking. .... Click on <CLOSE> to exit the Camera Controls. The red diagonal across AUTO will be taken off and a message will appear stating "Local Point On". To gain access to the toolbar again, click on the <OPTIONS> icon in the upper left corner of the screen. Click on <FULL SCREEN> in the lower left hand corner to show the entire view without the status bars on the side.

**Note:** manually moving the camera with the four camera control arrows on the screen or on the keyboard deactivates the auto point feature.

#### **STEP 4: Using Audio/Visuals and Laptop Computers**

As site coordinator, you should inform your instructors/speakers as to what audio/visual tools you have available in your classroom.

#### **Using the Document Camera** (otherwise known as the visual presenter or ELMO)

Make sure the Document Camera is turned on. It will show up under the "People and Content" window on the left side of the screen. On the left hand side toolbar, select <DOCUMENT CAMERA>

#### **Using a Laptop for Power Point, Internet or Other Software Applications**

Notify instructors if your site will provide a laptop for their use. If the instructor prefers to bring their own laptop, have them schedule a test with the site coordinator/tech coordinator to check for compatibility between the laptop and the iPower. **NOTE:** You will need a separate network connection to the laptop to access websites on the Internet. If you are just using PowerPoint this is not a factor.



- Connect the ImageShare Device to the laptop by connecting the Image Share cable to the laptop VGA output.
- Power on the laptop.
- Select laptop from the "People and Content" menu.

Toggle Button  
Image Share Device

Once connected, the instructor can toggle back and forth between their presentation and their site by pressing the blue toggle button.

Make sure the laptop screen resolution is set to one of the following: 480x640 or 600x 800 or 1024x768. If you use a screen resolution of 1024x768, make sure the refresh frequency is set to 75Hz or lower.

It is recommended that you plug the laptop into an outlet rather than run it on the batteries. If the laptop goes on power save, the iPower will forget that it is connected and it will disappear off the Content window.

**Tip: Switching video from local display to external monitor:** After connecting the laptop to the Image Share device, press the toggle button to view the computer screen on the monitor. If this does not happen, hold down the function key and press the key (CRT/LCD key) that sends the screen to an external monitor. Depending upon the manufacturer this is the F8, F7 or F4 key.

***Using the VCR to show a tape***

When the VCR is turned on, it should be display under the “People and Content” window on the left side of the screen. Click on VCR to play. On some VCR machines, there is a coding which will not allow you not to play on multiple systems. It is best to test a tape prior to class.

If there is no VCR output, make sure that all power, audio and video cables to and from the system, display and VCR are correctly installed and secure. Make sure the power is turned on. Play a known good VCR tape to check if it is properly working. If not, call for service.

***STEP 5: Ending a Call***

The NDIVN system will automatically shut off at the scheduled time. However; should an event/class end sooner click <HANG UP>. If no voice calls are active, a dialog box appears asking if you really want to hang up. If so, click yes.

***STEP 6: Turning the System Off***

As each site may have different steps for powering down the equipment, please write your site’s procedures in the space below:

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**ADDITIONAL INFORMATION**

***Answering a Call Point to Point***

Your system must be powered on. If the auto answer feature is activated, it will automatically connect the incoming call. However, if automatic answer is not activated, a box appears asking, “Would you like to answer this call?” If so, click yes.

## **Miscellaneous**

### **Taping the class**

With the VCR switchbox the procedure for videotaping local video versus incoming video is as follows:

The far left button on the VCR switchbox records local video while the right button (second button from the left) records incoming video. Depending upon the interaction during an event, you may need to toggle back and forth between the two to record the activity.

### **Icons**

Once a call is connected, the iPower 970 will project a few icons in the lower right hand corner of your screen. In case these show up, here is what they mean:

- a pair of glasses - you are being viewed in a multipoint call.
- a four leaf clover in variegated colors - that means you are in a multi-point call.
- a piece of paper on a stand, like a note tacked to a stand – NetMeeting is up at both ends.
- a stick person standing behind a chart -- this means you are in a dual stream call, People and Content
- a microphone with a circle around it, a line through it and arrow down – mike muted at far end (remote or receiving site)
- a microphone with a circle around it, a line through it and arrow up – mike muted a near site (local site)

You may wish to cut out the short cut keys below and tape them near or on your keyboard.

#### **SHORT CUT KEYS**

Make a call = Alt + M	Camera controls = Control + C
Full screen = Control + F	Brightness = Control + V
People and Content = Alt + E	Mute/Unmute = Alt + U
Camera movement = Arrow keys	System information = Ctrl + L
Auto point on/off = Alt + A	Volume = Ctrl + left/right arrows –
Exit screen = Alt + F4	Camera movement = Fn + 2,4,6,8(Blue)
Page system administration = Control + Y	Help = F1
Toggle between desktop and monitor = Alt + Tab	Escape = exit current camera

When you have camera controls on screen(Ctrl+C) then Ctrl+ up or down arrows will zoom the camera in and out.

### **Need Help?**

Contact your site technician if experiencing difficulties. Follow troubleshooting procedures before calling the Help Desk. The Help Desk line is 701-777-6486.

*Photos courtesy of Pat Gross, IVN Coordinator Bismarck State College  
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