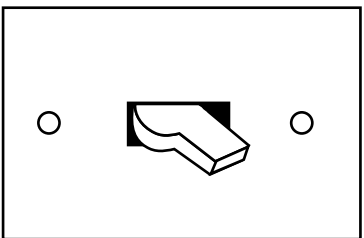


TURNING ON

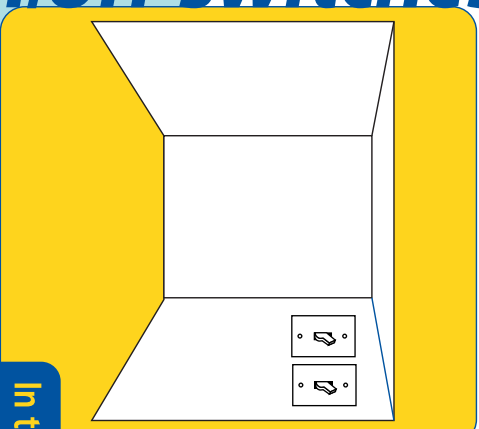
the Video Classroom

STEPS

1. Locate and turn on all on/off switches. There will be one or two switches.
2. Wait for the session to start. If the session is already started wait approximately 2-3 minutes before trying to interact.
3. Sessions begin and end automatically based on the schedule.
4. Classrooms work best when turned on before a session starts.

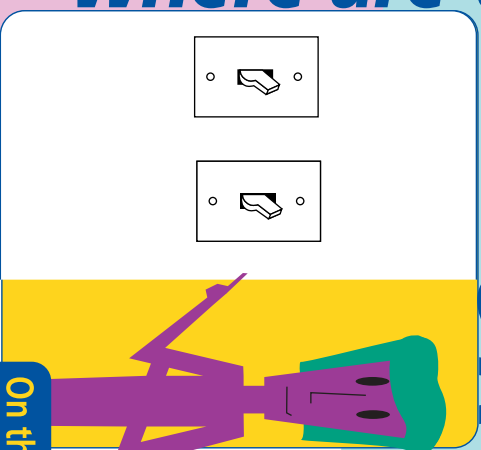


Where are the on/off switches?



In the knee space of the teacher podium.

OR

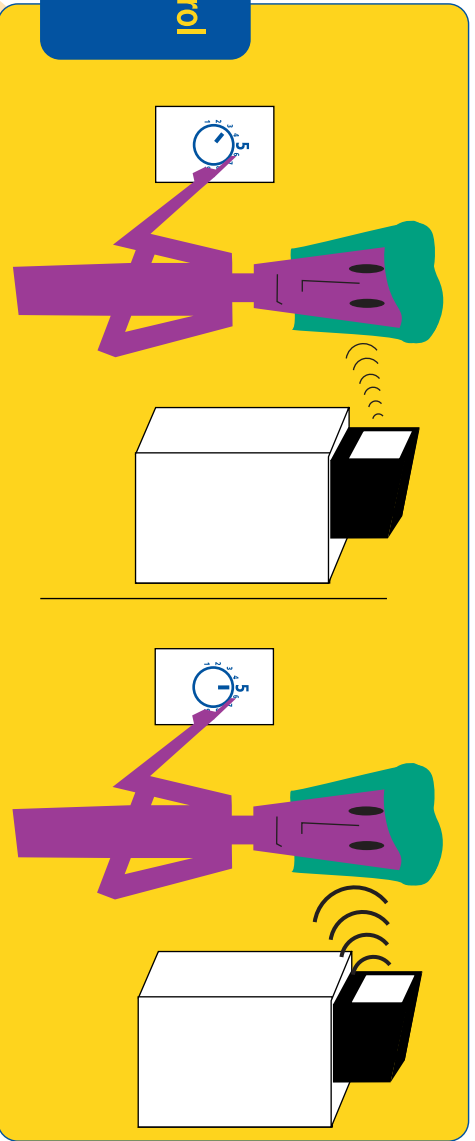


On the wall in the front of the room.

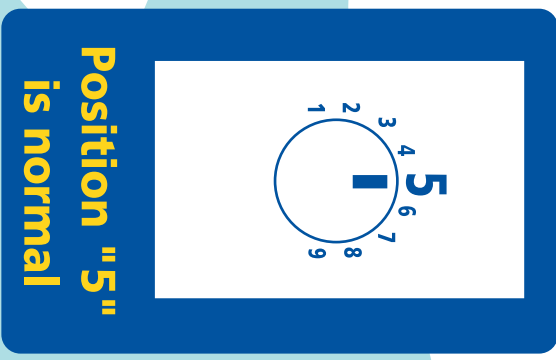
VOLUME

Control

Each classroom has control of the volume on the INCOMING audio.



REMEMBER



Position "5" is normal



Adjust the volume with the rheostat knob located on the teacher podium or one of the television monitor pedestals.

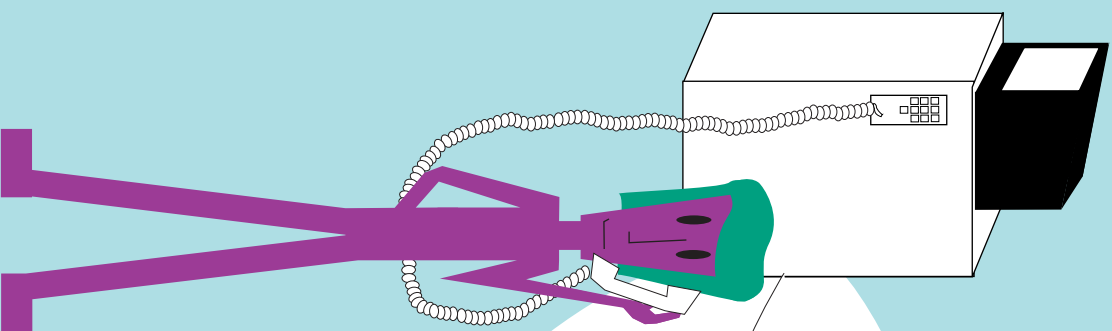
FIBER

Phone & Fax Machine

All educational sites on the ICN have a fiber phone. This phone is usually mounted on one of the front television monitor pedestals.

The fiber phone can be used to reach other video classrooms on the ICN and for technical assistance. Labels on the fiber phone and touch screen computer provide the technical assistance phone numbers.

Most fiber phone numbers are 3 digits; some have seven digit numbers. A directory of fiber phone numbers is available in each classroom and at www.iptv.org/iowa_database/.



Fax Machine

Not all video classrooms on the ICN have a fax machine.

When a fax machine is present, it shares the same number as the fiber phone. To find out which video classrooms have fax machines, refer to the clickable map on the Iowa Distance Learning Database Web site at www.iptv.org/iowa_database/.

Fiber phone facts

This classroom's fiber phone number is _____

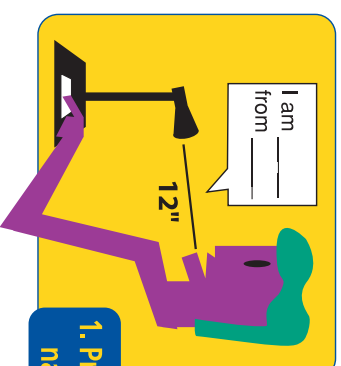
Microphone Etiquette

REMEMBER

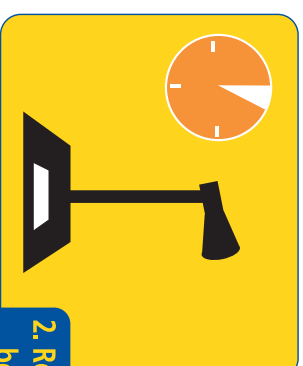
- Face the front camera.
- Press the lever to activate the microphone.
- Speak normally 12 to 18 inches away from the microphone.



Steps to follow



1. Press the lever and state your name and location.



2. Release the lever and wait to be acknowledged.



3. Press the lever and pause slightly.



4. Speak clearly. Remember to release the lever when finished.

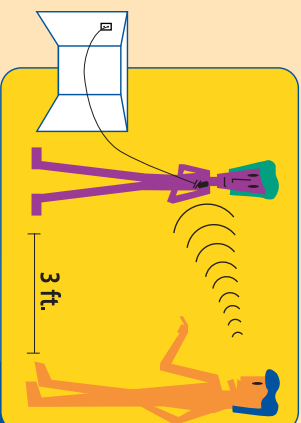
TEACHER

(Lavaliere) Microphone

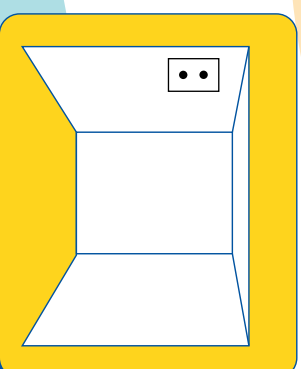
The lavaliere microphone can only be used when the video classroom is the origination site of a session.

REMEMBER

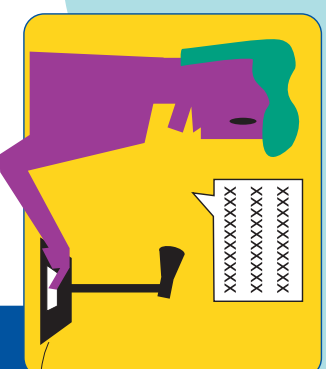
The lavaliere microphone is **ALWAYS** open and live.



The lavaliere microphone is very sensitive and will pick up sounds from several feet away.



The lavaliere microphone plugs into a three-pronged input located on the teacher podium.



Instead of the lavaliere, the teacher can also choose to use a push-to-talk microphone through the five-pronged input located on the teacher podium.

IOWA

Distance Learning Database

www.iptv.org/iowa_database/



Video classroom node and fiber phone numbers.

Clickable map and contact information for all operational sites on the ICN.

Link to Web-based ICN classroom scheduling.