optional equipment

Computer and scan converter

Computer

Some sites have installed computers as auxiliary input devices, which are especially useful for presentations. They may also be connected to the Internet. A scan converter is required to allow computer images to be viewed on the room monitors.

Fax machine

Fax/Copy Machine

Some classrooms have fax/copy machines that are connected to the fiber phone system. The three digit number is the same for both the fax machine and fiber phone. Faxes can only be sent to another ICN classroom.

VCRs

Video Tape Recorder

Playing   If you plan to use videotape material during your class or presentation, allow a little time before the session to get it queued. Start the machine and then select VCR on the touchscreen. (You will need to check copyright permission if you plan to use commercial material.)

Recording   You can record a session, both the video and audio, only from an originate site. (This protects the presenter's intellectual property rights.) Some sites have two VCRs, one to play, and the other to record.

Other Equipment

It is possible to connect various other input devices to the network, so local configurations may vary. When using a site for the first time, check with the room manager to see what is available or check the details on the clickable map section of the Iowa Distance Learning Database.

Copyright Issues

As a general rule you should apply the same fair use guidelines when using copyright materials during an ICN session as you would for any other form of presentation, lecture etc. It is as well to check first before using any commercial materials - including video, audio, print, or digital. AEA media departments and community colleges may be able to assist in clarifying copyright guidelines.

Scheduling an ICN Session

All authorized users are assigned an individual account number for use when scheduling the ICN. Each ICN classroom has a facilitator or local scheduling contact person who can assist newcomers with the scheduling process. If that person is not available go to the clickable map on the Iowa Distance Learning Database to find out who you can contact.