how the equipment works

In addition to reading these notes, you may wish to watch a short videotape explaining how to use the classroom equipment. Every ICN classroom should have a copy. Ask your local ICN classroom facilitator to see *How to Use the ICN Classroom* video.

Turning it all on

All sites have an ICN room facilitator whose job is to ensure that the system is turned on when required. However, if it is necessary to turn the system on, or off, locate the on-off switch under the podium.

WAIT & DON'T TOUCH ANYTHING until all the monitors are up and the touchscreen has fully configured.

Standard Equipment

Touchscreen

The touchscreen is the nerve center of the whole operation. It controls the room's equipment switching. It is best not to touch or move the screen while the system is configuring as this might cause problems. Spend a few minutes to get a feel for how the touch buttons respond. You may also use the mouse to operate the functions.

The top rows of buttons on the screen relate to the various input devices, i.e. cameras and other optional equipment, such as VCR, computer, etc. The buttons on the third row control camera zoom and focus functions. The bottom section of the screen lists in alphabetical order the sites connected during a session, but are only seen on the origination site touchscreen. When more than twelve sites are connected the screen will become scrollable.

Touchscreen (at an orgination site, showing eight remote classrooms are connected)

NOTES

1. Each classroom has a TOV (text over video) label which appears at the bottom of the monitor. However, the TOV may not always correspond exactly to the name on the touchscreen label. TOV will not appear on the origination classroom video.

2. Any standard ICN distance learning classroom can be scheduled as either an originate or a remote site. There are a few "remote only" sites on the network which are not able to originate a session.

Monitors

At an origination site, the two front monitors and the podium monitor show the outgoing video as selected by the operator at the origination site. The rear monitor at the origination site also shows one of the connected remote sites. The operator may select which remote site he/she wishes to view. Whenever a student presses a desk microphone lever at a remote site the rear monitor at the origination site changes to show that remote site. (This is one way a presenter knows that someone wishes to speak or has a question.)

Classroom monitor

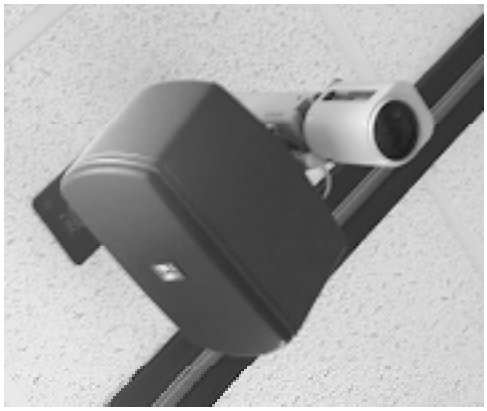
how the equipment works ...cont.

Student camera (robotic model shown)

Cameras

All cameras can be zoomed and focused, and are selected from the touchscreen. Many sites have installed robotic cameras that respond to infrared signals activated by the touch-to-speak microphones or a remote control device.

- rear Teacher camera shows the presenter.
- Student camera shows the class or audience.
- Overhead camera- a valuable teaching tool.



Ceiling mounted overhead camera and room speaker

Teacher camera mounted on a monitor