IVN Step-by-Step Instructions – JGH 203

To Turn on the Equipment:

1) Turn on the Laptop

2) Turn on the Projector by pressing the red power button on the Epson remote

3) Turn on the SMART Document Camera
   - note - the power button will be orange when the power is off, it will turn green when you turn it on
4) Turn on the Screen

5) Press the “Touch to Start” button to turn on the cameras and televisions

6) To connect to another room, press the “Make a Call” button
7) Choose the room you would like to call and press to select

8) Press “Call Now”

9) The camera control buttons are on the left hand side. These buttons control what your audience will see at the remote end.

The first button is the view of the classroom
The second button is the view of the “near end” a.k.a. (yourself as the presenter)

The third button is the view of the computer

The fourth button is the SMART Document Camera
The fifth button is the DVD/VCR

To Turn off the Equipment

1) Disconnect from the current call

2) Confirm the disconnect
3) Click the “Utilities” button

4) Press the “Standby/Log-off”

That’s all you have to do for this screen
5) Turn off the SMART Document Camera

Please make sure the power light turns orange

6) Turn off the Projector

Please make sure that you confirm the power off on the projector’s remote