To Turn on the Equipment:  
*(NOTE: anything that is NOT listed in this section should already be on. Do not turn those items off.)*

1) Turn on the Lapel microphone - slider switch  
   a. It *should* be located on the shelf directly below the ELMO visual presenter. If not, please place it there when you are finished using it.

2) The desktop mics do not need to be turned on, but they must be touched to mute and un-mute.  
   a. Red indicates that the speaker’s voice will now be amplified. If the light is not illuminated, then the mic is muted.

3) Turn on the projector by pointing the gray Epson remote at the overhead projector, then press the orange power button. Allow a few moments for the projector to warm up.  
   a. The remote is usually located on the left hand side of the instructor’s desk.
4) Turn on the ELMO Document Camera
   a. Power button is a switch near the far right hand corner of the device
   b. If you want to show an item or document using the lamps, press the “UPPER” button under “LAMP”
   c. If you want to use the ELMO for transparencies, press the “BASE” button to power the base lamp.
   d. Please power off the ELMO when you are finished using it.

5) The laptop should already be on.
   a. Please leave the laptop on (and logged in) when you are finished using it.

Operating the Equipment:

1) This is the main control keyboard. It has a built-in mouse and shortcut buttons used to control the cameras, and for making and managing calls to and from other IVN sites.
   a. (for more detailed keyboard features, see the following pages)
2) This is the MAIN camera. It is mounted at the front of the room, above the instructor area.
   a. This camera will broadcast the view of the students sitting in OMH102 out to the remote site.

3) **VERY IMPORTANT!!**

   a. The keyboard controls will not work if it is not within this camera’s “line of sight”.

   o In other words, if you do not see the red cursor appear on the main control screen, or if it seems to randomly disappear, you are probably blocking the camera’s line of sight (i.e. standing directly in front of the camera and keyboard).

   o Simply turn sideways, lower your head, or move to another spot in the room. Then move the trackball again. This should bring the cursor back into view.

4) Use the red track ball on the right side of the keyboard to move the mouse pointer on the main screen.
5) Use the red buttons on the left hand side to click on the desired selection. They correspond to left and right clicks on a mouse. The top red button on the far left performs a “left click” when pressed; it will probably be the button you use the most.

6) The smaller red button beneath left click is used when you need to perform a “right click.”

Making a Call:

If you are initiating a call, prior to calling, you will need to know either:

1) the room’s IP address OR
2) the room # that you will be calling
3) NOTE: if you are receiving the call, you do not have to do anything; the system will automatically answer the incoming call for you.

• To begin an outgoing call, the press the “Call/Answer” button on the top left of the keyboard. If known, enter the IP address on the displayed number pad using the track ball and mouse clicks.

• After entering the correct IP address, click the “Make a Call” icon on the screen, or press the “Call/Answer” button again on the keyboard.

• If you want to use the room number instead of the IP, click “directory,” then check the box next to the room you want to call. Click “Make a Call” icon or press the “Call/Answer” button on the keyboard.
Operating the cameras

The People and Content window controls which views you are sending to the remote site. You can switch between the Main and Auxiliary cameras (listed under “PEOPLE”), the ELMO document camera, and the laptop (both listed under “CONTENT”).

Your chosen camera or content view will transmit and display that view to participants at the REMOTE SITE. You may show the remote site one of four views:

1. **Main Camera – OMH102 Classroom view**
   a. shows the participants sitting in OMH102

2. **Auxiliary Camera – OMH102 Instructor view**
   a. shows the instructor or presenter as he/she teaches the class

3. **Document Camera –**
   a. shows the ELMO Document Camera view (ELMO must be powered on for this option to display in the Content list)

4. **Laptop –** Shows the Laptop view
   a. **NOTE:** If you get stuck in a “Full Screen” view of the laptop display (i.e. you do not see a way to switch back to the home screen), press “Full Screen” on the keyboard to toggle that mode off and return to the home screen.

   b. If the laptop view does not display, hold down the “Fn” key, then press “F8 [CRT/LCD]” to cycle the signal.

**NOTE:** DO NOT CHOOSE THE “WINDOWS DESKTOP” VIEW IN THE CONTENT MENU. ONLY CHOOSE “LAPTOP” **
• The zoom and point buttons on the keyboard can control direction and distance of the cameras in OMH 102.

• The televisions behind the instructor station and at the back of the classroom show what is being transmitted from the remote classroom. These should remain on.

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**To Turn off the Equipment**

1) Disconnect from the current call – press “Hang Up” button on keyboard

2) Turn off the wireless microphone

   Please replace on the shelf below the ELMO document camera.

3) Turn off the ELMO Document Camera

4) **VERY IMPORTANT** Turn off the Projector using EPSON remote

   Please return this and other remotes to the left hand side of the instructor desk.

***LEAVE ALL OTHER EQUIPMENT *ON***