

# IVN Quick-Start Guide

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## Overview

IVN is an Interactive Video Network, or a means to interact with students/teachers/peers across long ranges using a secure video transmission. We use IVN in place of platforms like Zoom, Skype, etc. due to the reliability, privacy, and functionality of the calls. IVN rooms allow for more student engagement thanks to extended speaker/mic placement, AirMedia, an easy contact point for HDMI, Document Camera support, etc. **You will only use the Crestron Touch panel.**

**Plug your laptop in, click the mouse on the room PC, or connect to AirMedia to get started.**

## Presentation Mode (offline)

- **Select the device you want to present (Room PC, Laptop, Doc Cam, or AirMedia):** Tap the device on screen that you would like to send content from.
- **Select the display you want to send the device to (Projector, TV screens):** After tapping the input device you want, tap the display you want to send it to.
- **You can have different inputs sending to different outputs at the same time:** For example: you can send your laptop with a PowerPoint presentation to the projector, and send a document camera feed with drawn diagrams to the side monitor or vice-versa, and switch them on the fly.

## Adjusting and Controlling Volume

We ask that you **please use volume controls on your laptop/playback content before adjusting the room volume.** The room volume bar is located at the bottom of the Crestron Touch panel display. You can adjust this lower or higher by pressing the left or right arrows on the touch screen. You can also mute the volume by pressing the speaker with the slash "/" through it.

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## Conference Mode (IVN/Online)

- **How to Search for Contacts and make calls:** If you're dialing into a room, tap the **"Directory"** button to search for contacts. You can also use the **"Recents"** tab for regular connections. **Press the green "Dial" button to place your call. Press the red "Hang Up" button to end the call.**
  - All Gulf Park IVN rooms will be abbreviated as "GP-"
  - Cedar Point will be "CP-"
  - "GCRL-" is the appropriate abbreviation for Ocean Springs
  - "HAT-" is for Hattiesburg
- **Camera Operation:** The **four-way directional pad** controls camera panning in the cardinal directions. **Zoom in/Zoom out** controls how close or far away the camera can close in on a subject. **Instructor camera** and **audience camera** allow you to toggle between the two room cameras, but only one can be visible at a time to members of the IVN call. **Self-View** allows you to see where your camera positioning is. Tap to enable, tap again to disable. **Classroom microphones can be muted** from this screen.
- **Sending/Receiving Content:** Because the other member of the IVN call will always appear on your side and rear displays, **you can only send content to the projector in Conference mode.** **Tap the input** that you'd like to display content from, and it will automatically output to the projector on both sides. The **inputs are the same as the Presentation mode inputs.** To **stop sending content**, press the "stop sending content" button. This is useful when a far-side participant needs to share content on their end. **Content will be received automatically if the far-side sends.**

Only shut the system down via the Power Button on the Crestron Touch panel. **Please do not touch any equipment in the cabinet or use the projector/tv remotes.**

**Contact a tech immediately if you need assistance. Thank you!**

TURN PAGE FOR PRESENTATION (OFFLINE) MODE INSTRUCTIONS