Welcome!

This instruction guide was created to help the operators understand the basic setup and controls for the OULN rooms.

This guide is divided into four sections. The setup is slightly different when a presenter is in the room with and when the presenter is on another campus, so there is a section for each with an additional section for system adjustments. Finally, there is a section for setting up or replacing an iPad.

Please note that not all of the control features are explained in this guide. This guide is designed as a quick introduction for beginners.
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1. Turn on **Televisions** if necessary.
2. Turn on **Desktop Computer** and **Elmo Presenter**.
3. Press the round button on the bottom front of the **iPad**.
4. Slide to Unlock.
5. Enter four digit passcode (if necessary).

If you have turned on the iPad before the class has connected then your iPad should look like this.

When the iPad is trying to establish a connection to the system, the iPad will look like this.
6. Color chart for above:
   a. **Blue**: Press the video camera to display the control panel shown above. This will also display the current camera view on the television screen.
   b. **Orange**: Press “Instructor” (may be listed as “Podium”) in order to set the camera angle on the professor and NOT on the students in your room. This allows the other campuses to see the professor.
   c. **Green**: Auto Tracking should always been turned off as it is shown in the picture above.
   d. **Yellow**: This controls the Zoom In function.
   e. **Red**: This controls the Zoom Out function.
      i. You may need to adjust the camera angle by zooming in or out on the presenter. The round key pad to the right of the zoom buttons will move the camera up, down, right and left.
7. Next you will have to find out from the presenter as to whether or not they will be using the computer for displaying or the Elmo. Once you know which will be used, you will have to go to the podium and press the appropriate button on the Elmo (shown below) This will display the Elmo presenter or the computer on the front left screen in the room.

[Image of Elmo controller with buttons labeled Red: Computer, Yellow: Elmo]

Red: Computer  Yellow: Elmo
8. If the system does not automatically set the “Doc Cam” image in the top/left rectangle you will have to press the “Sources” tab which is located in the bottom/left corner of your iPad and drag the “Doc Cam” image up to the top/left rectangle (shown below).
9. Once you see the image on the screen you will have to share that image with the regional campuses. (They will NOT be shown what is displayed on your screen UNTIL you share it.) To do this you will need to press “Share” which is located in the bottom/right corner of the top/left rectangle displayed on your iPad screen (shown below).

10. Once the image has been shared it will look like this:
1. Turn on **Televisions** if necessary.
2. Turn on **Desktop Computer** and **Elmo Presenter**.
3. Press the round button on the bottom front of the **iPad**.
4. Slide to Unlock.
5. Enter four digit passcode (if necessary).

If you have turned on the iPad before the class has connected then your tablet should look like this.

When the iPad is trying to establish a connection to the system, the iPad will look like this.
6. Color chart for above:
   a. **Blue**: press the video camera to display the control panel shown above. This will also display the current camera view on the television screen.
   b. **Orange**: press “Classroom” in order to set the camera angle on the students and NOT on the podium in your room. This allows the presenter on the other campus to see your students.
   c. **Green**: Auto Tracking should always been turned off as it is shown in the picture above.
   d. **Yellow**: This controls the Zoom In function.
   e. **Red**: This controls the Zoom Out function.
      i. You may need to adjust the camera angle by zooming in or out on the classroom. The round key pad to the right of the zoom buttons will move the camera up, down, right and left.
Extra Adjustments

To adjust the volume: (Use when the other campuses or presenters are too loud.)

1. Press the “Speaker” tab that is located in the upper right side of iPad (shown below).
2. Slide finger up or down to raise and lower volume.

Do NOT adjust volume using the television remote!
Mute your room: (This will not allow the other campuses or presenters to hear your students).

1. Press the “Mute” tab, which is located towards the bottom of your screen.
2. Press “All” (shown below).
3. A muted microphone image will be displayed on the front left television screen.
To see your room’s current camera view:

1. Press the television tab in the top right side of your screen (shown below).
2. This will pop up an image of your room’s current camera view on the front left television screen.
3. You can remove the camera view by pressing the television tab once again.
To shut down the system push the power icon in the top left hand corner of the screen. First put the system into stand by, then log out of the AVIZIA MC Remote App.

**OULN Campus Contact Information**

If there are connection issues with the OULN system, or an operator is not present, please call:

**OUC Help Desk**
740.774.7212
740.774.6079

**Athens OULN Help Desk**
740.597.2934
At any time, the Athens OULN or the OUC Help Desk Staff may be away from their offices, either expectedly or unexpectedly. If you do not receive a response from the staff member you intended to contact, please call one of the OUC campus contacts listed on the OULN contacts page located at http://www.ohio.edu/ouln/RegionalCampuses.htm, or please call back.
Installing AVIZIA MC Remote App

1. After setting up your iPad, go to the App Store.
3. Download the App.

Adding a room to the AVIZIA MC Remote

1. Open the AVIZIA MC Remote App.
2. Select the green Guide Me button.
3. Enter the IP address for the AVIZIA unit in the room you are trying to add.
   (see IP address list)
4. Enter the IP address for the AVIZIA unit.

5. Enter the password. It is the same for all of the OULN rooms.

7. You should now see the room you added.
Using the AVIZIA MC Remote app to control the room

1. Open the AVIZIA MC Remote app.

2. Select the room you want to control.

3. Now the app should be showing three windows with squares in the middles. These represent the three monitors in your room. If you push the source button you will be able to choose what is displayed on each of the monitors.
4. You can drag and drop the sources to any of the monitors from the source list at the bottom. The same source can be used on all monitors. To remove a source from the monitor drag it off of the monitor window into the empty space and it will disappear.

5. Now that you have the document camera on the monitor you can switch between that and the laptop by pushing controls and then selecting the source you want. You can also zoom in and out using the controls.
6. Until you press the “Share” button no one will be able to see your content on the system. You will know it is sharing when instead of reading “share”, a blue “stop” button will appear in its place. To stop sharing press “stop”.

7. To access the camera controls press the camera icon.
8. Cameras one and two are the speaker track camera. In order for the speaker track camera to work automatically the tracking must be turned on which you can tell because the bar will be to the left and blue. To switch to the presenter camera, turn off the tracking and select the Instructor camera from the list. Remember to turn the tracking back on when you switch back to the speaker track camera.

You can add presets by pressing add new preset. You can access the presets without opening the camera controls by pressing the first icon on the left in the top right hand corner.

9. To shut down the system push the power icon in the top left hand corner of the screen. First put the system into stand by, then log out of the AVIZIA MC Remote App.