Video Conferencing brings the world to your classroom!

California State Parks PORTS program provides teachers and students with complete units of study and live videoconferences. The units include lessons to prepare your students for the videoconference, supporting materials, and links to further resources.

http://www.ports.parks.ca.gov/

Strategies for Using Videoconferencing Technology in the K-12 Classroom: A Teacher's Digital Handbook

http://www.d261.k12.id.us/VCing/Site%20Tools/sources.htm

There is no denying that videoconferencing in the classroom is still a novelty and used mostly for fun experimentation. At the same time, it has opened a window to the world for some students and teachers. With software, an inexpensive camera, and an IP connection to the Internet, anyone can turn a computer into a videoconferencing center. Teachers who have used the technology successfully are quick to extol the benefits to their students.

http://www.educationworld.

Eli Lilly and Company offers a variety of interactive distance learning experiences for K-12 students and organizations across the nation via the use of videoconferencing. Take advantage of these unique programs and learn from experts in the field of science or provide students the opportunity to explore various careers by participating in our interactive career panel discussions.

www.scienceoutreach.lilly.com

This database, sponsored by Polycom, Inc., contains programs from content providers such as zoos and museums that offer ISDN or IP based videoconferencing.

http://dl.remc11.k12.mi.us/programs01/FMPro?-db=programs01&-lay=Browse%20Programs-&format=search.htm&-view

The Polycom Remote

Our IP Number: (Near Camera)
Their IP Number: (Far Camera)
Teacher:
Phone: Room
Dana Bowers ~ BOCES Tech 383-6695 Office 259-5209 Cell
Tina Jarvis ~ ITS 267-3926

Tina Jarvis
Instructional technology Specialist

Telephone: 267-3926
Tina_jarvis@pittsford.monroe.edu
Polycom Viewstation

Turning the Unit On

Note: The machine you are using may or may not be turned on and ready to use. Check for a blinking green light under the camera. If it is NOT on, flip the switch on the back left side of the machine. Turn on the TV monitor and the Viewstation™ Main Menu will appear on the monitor.

Making a Call

Point to Point (calling one site to one site)

Option 1 - Using the Address Book for a Point-to-Point Call
1. From the Polycom™ Main Menu, use the maroon arrow keys to highlight the address book.
2. Press the center maroon button to select.
3. Scroll down to select the site you will be calling.
4. Press the Call Hang-up button. It will "dial" and connect.

Option 2 - Dialing an IP Number for a Point-to-Point Call
From the Polycom™ Main Menu, use the maroon arrow keys to highlight the Video Call icon.
1. The video call dialing screen will appear.
2. Use the numeric keypad on the remote control to enter the number to be called.
3. Press the green Call Hang-Up button on the remote control and it will "dial" and connect.
4. A Speed Dial feature is also available from the main menu and will list the last six video numbers/names that were called from the local Polycom™ unit.

Answering a Call
The system is normally set to auto answer incoming calls. If not, highlight "YES" on your screen when you hear the ringing for an incoming call.

Ending a Call
Press the green Call Hang-Up button
1. A screen with two options will come up and ask you if you would like to stay in the video call or hang up.
2. If you would like to stay in the call, highlight that choice and press the Select button.
3. If you would like to hang-up, press the green Call Hang-Up button again.

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Turn off the Viewstation™ and TV monitor after the call has been disconnected.

Audio Controls
Audio can be controlled by pushing the volume up and down arrow buttons. The system can be muted by pressing the orange mute button on the remote control or the center button on the microphone. The audio can also be changed by adjusting the television monitor volume.

Camera Controls
You can adjust the pan, tilt and zoom of local and far end cameras if you are in a point-to-point call and both systems are Polycom's. Cameras with automatic voice tracking will track to a location of a camera preset.

To move your main local camera, press NEAR. A camera icon facing toward local viewers will appear in the top right corner of the main menu.

To move the main far end camera of the site you are calling while in a call, press FAR. The camera icon in the top right corner will face away from local viewers.

Camera Controls
You can adjust the pan, tilt and zoom of local and far end cameras if you are in a point-to-point call and both systems are Polycom's. Cameras with automatic voice tracking will track to a location of a camera preset.

To move your main local camera, press NEAR. A camera icon facing toward local viewers will appear in the top right corner of the main menu.

To move the main far end camera of the site you are calling while in a call, press FAR. The camera icon in the top right corner will face away from local viewers.

NOTE: All far end controls require you to be in a call.

Troubleshooting Tips

No Audio - Sent or Received
1. Make sure monitor volume is turned up.
2. Make sure microphone pod is not muted.
3. Turn up volume on remote control.
4. Check to make sure external microphone connections are secure.

Audio Feedback
1. Keep microphone pod away from TV monitor
2. Far end site should turn volume monitor down - it should be set at around 50%

Video Problems - No Video, Interference or Freeze-ups
1. Make sure monitor is turned on and set to video input #1
2. Far end should turn volume monitor down - it should be set at around 50%
3. Make sure connections are secure on back of system.
4. If there is no picture on document camera; remove lens cap.
5. Disconnect and re-dial the far end site if all else fails

Pan and tilt
To adjust the pan or tilt of a camera, use the arrow keys on the remote control. The camera will pan, tilt or zoom only when the camera icon appears on-screen.

Zoom
To zoom in (make the image smaller), press the top of the ZOOM button. To zoom out (make the image larger), press the bottom of the ZOOM button.

Near End Camera Control
Press the NEAR button on the remote
Use the maroon arrow keys to move the camera around the room.

Zoom +/- will zoom the camera in and out
The Near End is always your video location.

Far End Camera Control
(a site will have far end camera control if the call is point-to-point and both units are Polycoms)