

## **General information about the videoconference equipment in your room:**

### **► Monitors**

- Monitors display video and data sources from local and receiving sites.
- The monitor on the left displays only one receiving site as a default. The site that appears is determined by who is speaking or was last to speak. If more than one person is speaking at the same time at different sites, the video will switch to the site that has the loudest audio signal.
- The monitor on the right displays either the local site or computer content, if that video source is selected.
- When a site has only one monitor and Picture-In-Picture (PIP) is enabled, the receiving site video will be displayed in the larger video window and the local video in the PIP window.

### **► Microphones**

- Higher Ed events/classes begin with microphones muted. Mics have to be unmuted at each site for other sites to hear you. You can be heard at all times when the mics are unmuted.
- Speak in a clear, natural voice. The microphones are sensitive so please avoid excessive noise.
- There is a two-second delay before the video switches to the person who is speaking; however there is no delay in the audio.
- Avoid covering the microphones or you will not be heard.

### **► Camera**

- One camera shows the audience or students and one camera shows the instructor/presenter.
- Both cameras can move about the room and zoom in/out.

### **► Other Equipment in the Room**

- A document camera displays printed materials or objects.
- DVD player
- Desktop or laptop computer

Check with your campus IVN Site Coordinator to find out what equipment will be available for use in your classroom. If a laptop computer is not available, some instructors will use their own.

