

Connecting Sites from Columbia

The instructions that follow will guide you to connect campuses to the system:

STEP 1 Turn on the computer at the instructor station. Login using your Columbia State assigned user name and password.

STEP 2 On the computer's desktop screen, double click on the telephone icon labeled "ITV Connection." The TANDBERG Video Conference Interactive Television—Distance Learning page will appear on the computer screen.

STEP 3 Next, click on the **Columbia** hyperlink. A new page should appear.

STEP 4 At the top of the page, click on the green telephone icon.

STEP 5 A user name and password dialogue box should appear. Enter the user name and password. Then click OK. A new page will appear.

[**Note:** You will only need to enter the user name and password the very first time if you check the box next to "Save this password in your password list." You will only have to click OK the next time the user name and password box appears.

You must use the password and user name provided by Bob Trybalski. Your PVT user name and password will not work to access the Tandberg control software.]

STEP 6 Scroll down the page to the list of sites available for connection.

STEP 7 Click on the name of the campus you wish to connect. A tone will sound and a message should appear on one of the television monitors indicating that the connection is in progress. Proceed to the next step after you see that the campus is connected.

STEP 8 Click on the green telephone icon to add the next campus to the conference. A new page will appear.

STEP 9 Click on MCU Add Site button. Repeat steps 6, 7, 8, and 9 to add additional campuses.

IMPORTANT: You can only add up to 3 more campuses from your location. Your campus plus 3 others equals a four site connection. If you need all five campuses connected, you will need to add the additional campus through a "back door" method. To do this you will have to close the browser after you have connected 3 campuses to your campus. Repeat STEP 2. Then, go to STEP 3 and click on the hyperlink for one of the sites you have already connected. Repeat STEPS 4 through 7 and STEP 10.

STEP 10 Close the browser.

Disconnecting Sites from Columbia

Assuming the computer is still on and you are logged in, the following instructions will guide you to disconnect the campuses:

STEP 1 On the computer's desktop screen, double click on the telephone icon labeled "ITV Connection." The TANDBERG Video Conference Interactive Television—Distance Learning page will appear on the computer screen.

STEP 2 Next, click the **Columbia** hyperlink.

STEP 3 At the top of the page, click the red telephone icon.

STEP 4 A user name and password dialogue box should appear. Enter the user name and password. Then click OK. A new page will appear.

[**Note:** You will only need to enter the user name and password the very first time if you check the box next to "Save this password in your password list." You will only have to click OK the next time the user name and password box appears.

You must use the password and user name provided by Bob Trybalski. Your PVT user name and password will not work to access the Tandberg control software.]

STEP 5 Click on the Disconnect button to disconnect the selection in the drop down box. You have the option of disconnecting all sites, or selecting a specific campus site.

IMPORTANT: You can only disconnect the 3 campuses you originally connected to your campus. If you are teaching to all campuses, you had to use the "back door" method to connect the fifth site. Remember, you can only connect three additional campuses to your campus (your campus counts as 1 site). To disconnect the "back door" site, close the browser and repeat STEP 1. Then, go to STEP 2 and click on the hyperlink you used as the back door site to connect the fifth site. Repeat STEP 3 through STEP 5, and STEP 6.

STEP 6 Close the browser and log off the computer.