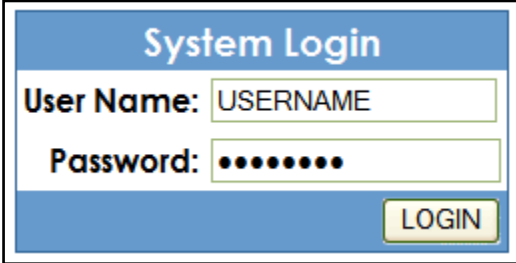


PVBX User Instructions

First:

Open your web browser and type in the address (or URL) of your PVBX. To use the PVBX you need to login. Type in your **User Name** and your **Password**, and then click the **LOGIN** button



The image shows a 'System Login' form with a blue header. It contains two input fields: 'User Name:' with the placeholder text 'USERNAME' and 'Password:' with a masked password of seven dots. A yellow 'LOGIN' button is located at the bottom right of the form.

Important: Please remember your password is case sensitive, meaning “Z” is not the same as “z”.

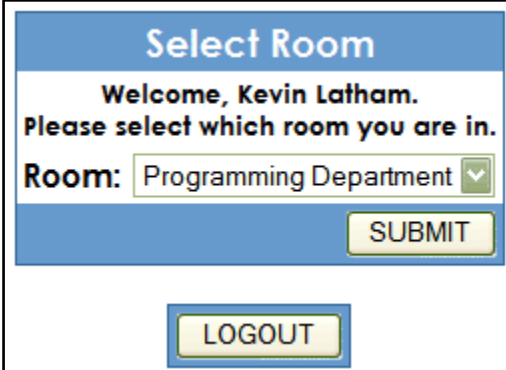
Note: If you forget your password you will need to contact your system administrator.

Next:

You need to select which room you are going to be using.

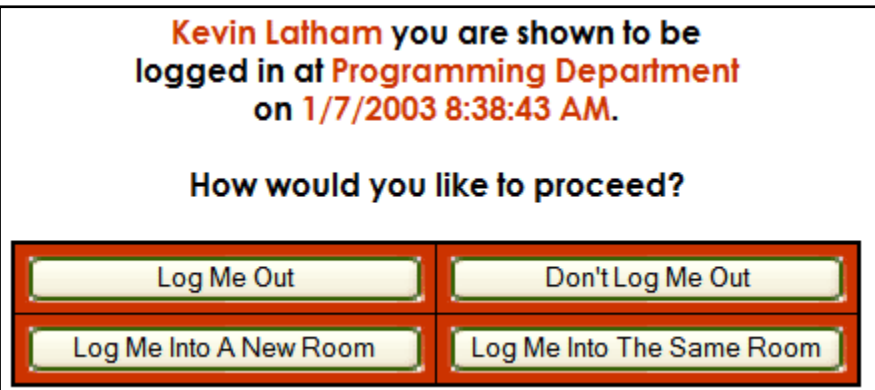
Just drop down the **Room** list and click the **SUBMIT** button.

If you change your mind about logging in click the **LOGOUT** button.



The image shows a 'Select Room' form with a blue header. It displays a welcome message: 'Welcome, Kevin Latham. Please select which room you are in.' Below this is a 'Room:' dropdown menu currently showing 'Programming Department'. A yellow 'SUBMIT' button is at the bottom right, and a blue 'LOGOUT' button is at the bottom center.

If for any reason you didn't log out properly you will see a different screen rather than the **Select Room** screen. Just click the appropriate button.



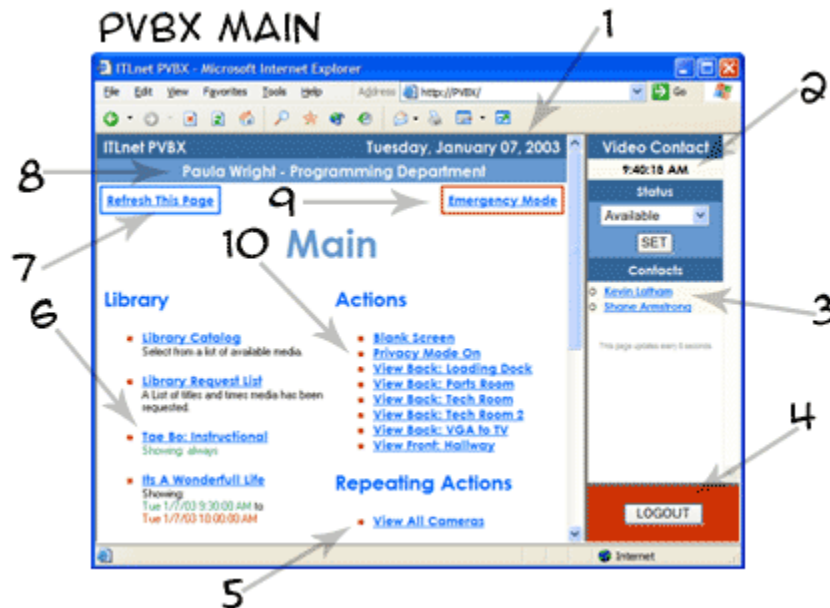
The image shows a user status screen with a white background and a black border. It displays the following text: 'Kevin Latham you are shown to be logged in at Programming Department on 1/7/2003 8:38:43 AM.' Below this is the question 'How would you like to proceed?' and four buttons arranged in a 2x2 grid: 'Log Me Out', 'Don't Log Me Out', 'Log Me Into A New Room', and 'Log Me Into The Same Room'.

PVBX User Instructions

Main:

Welcome to the **Main** page of the PVBX, from here you will be able to control most of the functions of the PVBX.

Note: Depending on how your switch is set up, some of the features shown below may not be available to you.



Quick Overview:

The above image is just an example of what your **Main** page may look like. Your **Main** page may look a little different but the layout should be the same.

1. Current Date

It should be today, if not please contact your system administrator.

2. Current Time

The **Main** page is broken up into 3 sections or **Frames**.

The time shown is updated every 8 seconds with this *frame*.

If the time isn't correct, please contact your system administrator.

3. Contact List

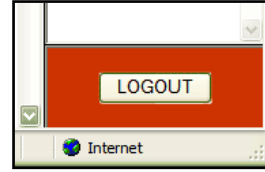
From here you can see who is online, who is available or busy, start a video conversation and control your status.

For more on this read the **Video Contact** section below.

PVBX User Instructions

4. Logout

Click the **LOGOUT** button when you are done with the PVBX, otherwise your name will still show up in everyone's contact list.



5. Repeating Actions

These are actions that send a sequence of cameras in a repeating loop to your monitor.



Just click on the link to begin the sequence. To stop it just click on the link again.



Important: don't forget to turn the **Repeating Action** off when you are done with it. Otherwise it will continue to run for 12 more hours or until it's stopped by the PVBX administrator.

6. Available Media

Library control functions, request a movie, or play a video.

For more on this please read the **Library** section below.

7. Refresh This Page

If you need to refresh the **Main** page, use this link. Because of the nature of web pages with frames, you *do not* want to click on the web browser's refresh button. Otherwise it will take you all the way back to **Start** (or login).



8. Your name and where you logged into

9. Emergency Mode

This is used when you need help, like in a medical emergency.

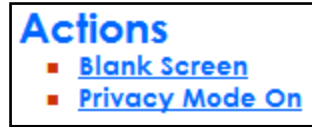
When you click on **Emergency Mode** your camera's image will be sent to a predefined group of monitors or video recorders, such as the principal's office, teachers' lounge, security office, or nurses' station.



PVBX User Instructions

10. Actions

These are one time actions, like view the hallway or playground camera.



There are two special actions on top of everyone's action list.

a. Blank Screen

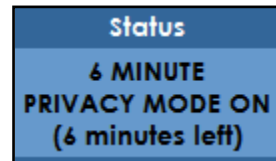
This releases your screen from what ever was being displayed to it.

b. Privacy Mode On



If you don't have a camera in your room, this link will not be in your **actions** list.

Sometimes you need a little privacy, and you don't want people viewing your camera.



Clicking on **Privacy Mode On** will give you some privacy for a limited time.

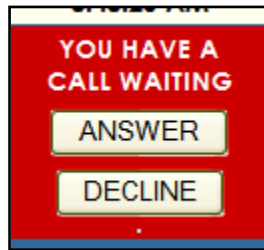
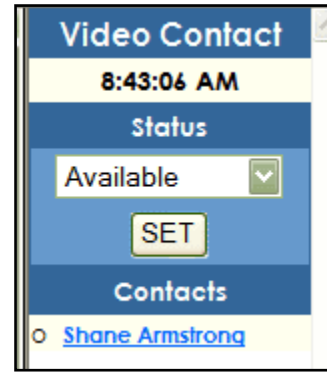
Note: Your system administrator set up how long your privacy mode will last, typically 5 minutes.

PVBX User Instructions

Video Contact:

Connect with others with this video phone style feature.

- To start a conversation, just click on the **Contact's** name.
- On their end, they will hear a chime and be asked to **ANSWER** or **DECLINE** the call.



Note: Please keep in mind it may take up to eight seconds before they are prompted to answer.

- If they click on the **ANSWER** button, your camera will be connected to their monitor and vice versa.

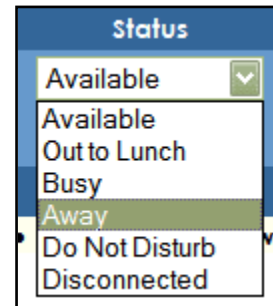
When you are done with the conversation click the **DISCONNECT** button.

If they click on the **DECLINE** button nothing will happen.



- If you don't want to be disturbed by someone, you can easily change your status.

Your name will look like this on other peoples lists:



To make yourself available change your status back to **Available**.

Note: Changing your status does not block your camera; use the **Privacy Mode** action for that. The **Privacy Mode** action will change your status to unavailable and will display just like the above example.

PVBX User Instructions

Library:

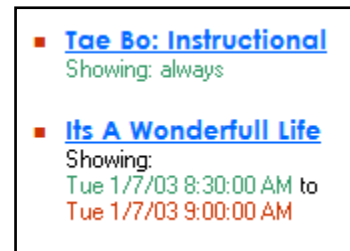
- Click on **Library Catalog** to view a list of the media the librarian has available.

From here you can send a media request to the librarian for a set time. Your request will be sent to the **Library Request List**.

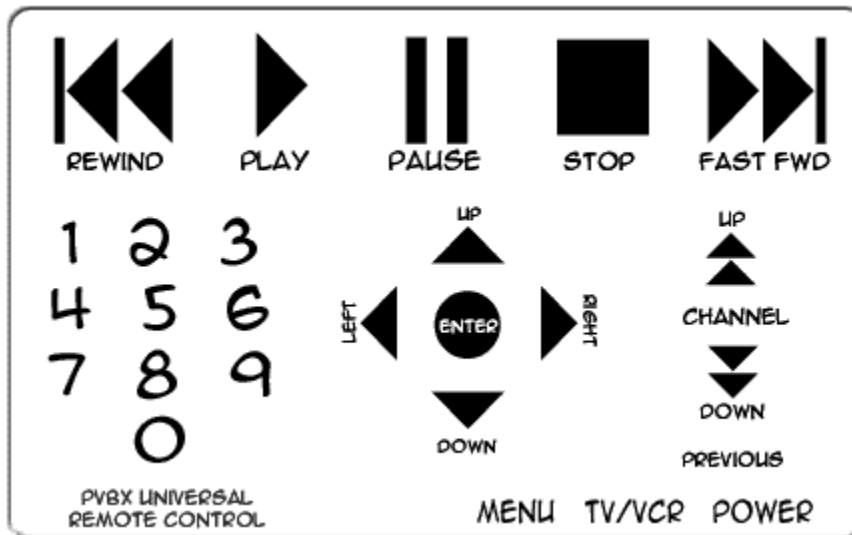
- Click on the **Library Request List** to see if your media request has been approved or denied, or see if someone else has requested the same media during a time you would like to view it.

- When media is available to be viewed it will be listed something like this:

- Showing *always* means it is available at any time.
- Showing with a *date and time* means it is only available between those times.



- When you are ready to view the media, just click on its link and it will automatically show on your monitor.
- If you have rights to control the media then you will see this **universal remote control**:



PVBX User Instructions

Miscellaneous:

Here are some miscellaneous notes have come across:

- **Sounds with Windows Internet Explorer 4 or better**
Windows 95, 98, ME, NT, 2000, and XP came packaged with sounds for its browser navigation events, a soft “clicking” sound. Because one of the controlling pages updates every 8 seconds, this “clicking” sound can get annoying. You may want to change the **Complete Navigation** and **Start Navigation** sounds to something less annoying or set them to (*None*). These can be found under **Sounds** in the **Control Panel**.
- **Ad Blocking Software**
If you have software running on your computer that blocks popup advertising, banner advertising, or vb/java scripts. Please turn it off while using the PVBX web software. Some Ad Blocking programs have been known to interfere with some of the functions the PVBX web software needs to use.