

Field Guide to Videoconferencing Vernon D233

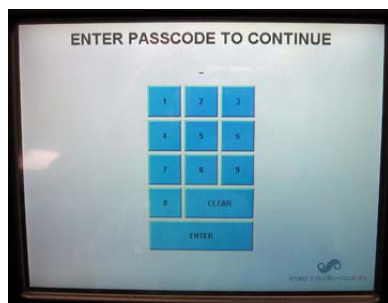
Receiving a videoconference call

This system is set to auto-answer any incoming call, but you will only hear the audio. In order to see the video on the projection screen and two TVs you must turn on the system

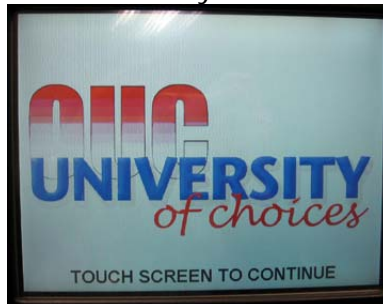


Turning on the system.

1. Go to the Crestron touch panel on desk at front of room
The passcode is 1234. Then press enter.



2. You will see an old OUC screen that says Touch Screen to Continue. Do that.



3. You will see a screen that says Local Presentation or Videoconference. Press Videoconference.



4. The projector will start up, the TV screens will come on. You will be able to see and hear the incoming call.

Adjusting the camera.

To adjust the cameras in this room use the Polycom remote. Point the remote at the

IR receiver mounted on the ceiling above the camera at the front of the room. Press the remote button labeled Near. Then use the arrows to position and zoom your camera.

Pressing the numbers (1, 2, 3...) on the remote will automatically move the camera to various preset positions.

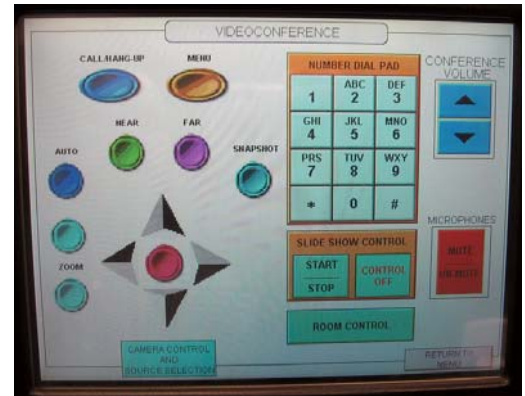
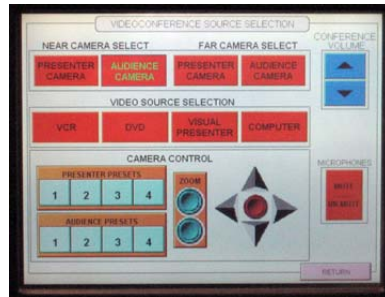
- 1- whiteboard as seen from front of room
- 2- presenter station
- 3- wide shot front of room
- 4- entire audience
- 5- back left corner
- 6- back centre
- 7- right side audience
- 8- wider shot right side audience
- 9- front corner of room w/ projection screen
- 0- ceiling of room w/ projector



Using other sources.

Press the Camera Control and Source Selection button on the Crestron touch panel.

Under Near Camera Select you can choose either Presenter or Audience Camera. There are buttons for 4 preset camera positions. Or you can use the Zoom buttons and arrows to move the cameras.



Far Camera Select can sometimes control the cameras at the other site. Best to leave that to the other site to control since they're the ones who initiated the call.

The VCR button will send whatever's playing in the VCR in the cabinet.

The DVD button will send whatever's playing in the DVD player in the cabinet. Once you press the button, you'll get transport controls on the touch panel, but you still have to turn on the power button on the DVD/VCR to make it work.

The Visual Presenter will show whatever's under the document camera on the front desk.

Once you press the button, you'll get zoom, focus and lamp controls for the visual presenter. Use these touch screen buttons rather than the buttons on the unit itself.

The Computer button will show whatever's on the computer screen beside the controller.

In some cases, the distant site's computer image does not appear on the projection screen. If it does appear on the left TV at the back of the classroom, you can press Input 2 on the Sharp remote to make whatever's on that TV appear on the projection screen.



Audio

The audio levels are set automatically. There are 6 microphones in the ceiling. On the touch panel, the Conference Volume buttons will raise and lower the sound level. Please do not adjust the volume dial on the speakers. These should remain at 12 o'clock. There is also a button on the touch panel to mute the microphones in the room so no one can hear you.

Disconnecting

When the originating site disconnects, your system will automatically shut down. You may get a touch screen saying Confirm or Cancel System Shutdown. Choose confirm.

You can disconnect by pressing the Call/Hang Up button.