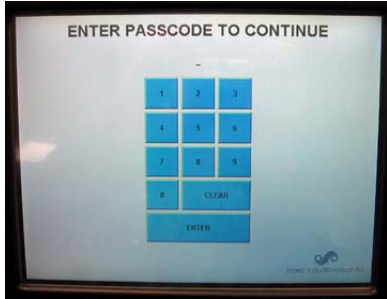


Field Guide to Videoconferencing Vernon D233

Making a Videoconference Call

1. Go to the Crestron touch panel on desk at front of room
Passcode is 1234, 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.

5. On one TV screen (or on the projection screen) you'll see a menu that says Polycom VS 4000, Video Call, Address Book, etc. If that screen doesn't appear, press the Call/Hang Up button on the touch screen.



6. Use the arrows on the touch screen (or on the remote) to navigate to Address Book.



Press the circle in the middle of the arrows to select that icon.

7. Navigate to the location you want to call and press the select circle. The system will attempt to connect to that site.

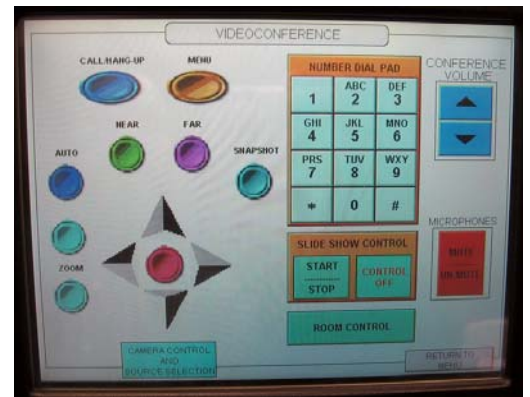
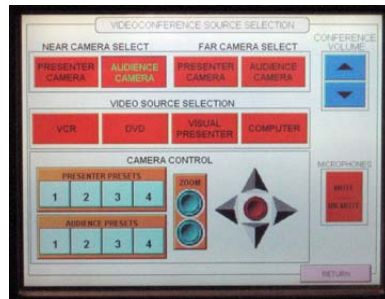
To connect to more than one site, select Video Call from the main menu. On the Video Phone menu select Multipoint. Then you can add multiple sites from the address book.

Once you're connected you can choose what to show the other sites.

Selecting your camera and using other presentation devices.

Press the Camera Control and Source Selection button at the bottom of the touch screen.

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. There are also presets on the Polycom remote.



Under Far Camera Select you can choose the remote site's Presenter or Audience Camera. You can sometimes control their camera in the same way you control your own. Pressing Far a couple of times on the Polycom remote will sometimes let you select between the various input sources at the remote site.

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. By default the computer shows up as input 1 on the LCD projector because it's higher resolution. To see what you're actually sending, use the Sharp remote to switch to input 3 on the LCD projector. Input 2 will put whatever's on the left TV at the back of the room up on the projection screen.



Audio

Your 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 to mute the microphones in the room so no one can hear you.

If any of the other sites disconnect, your system will assume the videoconference is over and attempt to automatically shut down. You will get a touch screen saying Confirm or Cancel System Shutdown. Choose confirm. Choose Cancel and go back to the main menu to re-dial the lost site.

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

If the system doesn't appear to be shutting down, click Return to Menu on the touch screen and System Off.